

CURRICULAM VITAE

OF

Riaz Ahmed



Mailing Address:

Vill: Harua, P.O: Kishoreganj Sadar,
P.S : Kishoreganj Sadar, District: Kishoreganj
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CARRER OBJECTIVE

To achieve high degree of professional excellence by putting continuous efforts and exerting knowledge and skills, which will ultimately contribute to the achievement of personal and organizational goals.

EXPERIENCE

Computer Oprater:(August 05:2019-September 30:2025)

Ma Computer & Market

- Monitored and controlled the computer in accordance with established standards.
- Assisted in system operations by setting up, operating and maintaining computer peripherals.
- Operated and monitored systems performance via console and online terminals.
- Assisted in maintaining records to supplement logs, including problem documentation, actions taken, file identification and similar data.
- Ensured all reports are printed and delivered in an accurate and timely manner.
- Developed and maintained a working knowledge of the operating commands for systems.

EDUCATIONAL QUALIFICATION

B.B.A (Honours)

Department : Finance & Banking
Institute : WailNeawaz Khan College, Kishoreganj
Session : 2018-2019
Course Duration : 4 (Four) Years
Result : 3.01

High secondary school Certificate (H.S.C)

Institute : Gurudayal Govt. College, Kishoreganj
Group : Business Studies
Board : Dhaka
Result : GPA-3.08(Out of 5.00)

Secondary school Certificate (S.S.C)

Institute : Azim Uddin High School, Kishoreganj
Group : Business Studies
Board : Dhaka
Result : GPA-3.67(Out of 5.00)

COMPUTER SKILLS

Name of Course : Computer Basic Program
Duration : 6 Months
Application Software: Office Management
Internet: Internet Browsing & Communication
Also have an excellent typing speed in both English and Bengali typing.

STRENGTH

- Communicative, friendly, positive thinking attitude, willing to serve dedicatedly.
- Readiness to work with a stress worthy environment.
- Handle high pressure situation and deadlines.
- Sharp sense of social responsibility.
- Dynamic, extrovert and resourceful.

LANGUAGE PROFICIENCY

Language	Writing	Reading	Speaking
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good

PERSONAL DETAILS

Name : Riaz Ahmed
Father Name : Khokan Mia
Mother Name : Beauty Akhter
Present Address : vill : Harua P.O : Kishorganj Sadar
P.S : Kishoreganj Sadar Dist: Kishoreganj
Permanent address : vill : Harua P.O : Kishorganj Sadar
P.S : Kishoreganj Sadar Dist: Kishoreganj
Date of Birth : 25 December 1999
Marital Status : Unmarried
Height : 5 ft 3 inch
Weight : 63 kg
National : Bangladeshi
Sex : Male
Religion : Islam
Blood Group : B (+ve)

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Riaz Ahmed

Date: