



CAREER OBJECTIVE

Motivated MBA graduate in Management seeking an entry-level position where I can utilize my communication, organizational, and analytical skills to contribute to organizational growth while gaining practical experience.

EDUCATION

Master of Business Administration (MBA)

National University

- Major in Management.
- Year of Completion: 2022.(exam attend in 2024-Result Public in 2024)
- Thesis on "HRM Practice in context of developing Economics".

Bachelor of Business Studies (BBS)

National University

- Relevant coursework in Structural Design and Project Management.
- Year of Completion: 2018

CORE SKILLS

- Strong Communication & Interpersonal Skills
 - Customer Service Oriented
 - Basic Knowledge of Banking Operations
- Analytical & Problem-Solving Skills
 - Time Management & Organizational Ability
 - Ability to Work Under Pressure

Academic Activities

- Completed academic presentations and business case studies
- Prepared analytical reports related to management and finance topics
- Participated in group assignments and teamwork-based projects

TECHNICAL SKILLS

- MS Word, Excel, PowerPoint
 - Email & Internet Browsing
 - Basic Data Analysis & Reporting
 - Typing skills – accurate
- Proficient in MS Word, Excel, and PowerPoint
 - Basic data entry and reporting
 - Email and internet browsing
 - Basic computer operations
- Basic troubleshooting – minor software and computer issues
 - Google Workspace / Online Tools – Google Docs, Sheets, Slides
 - Presentation preparation – creating simple presentations

ACHIEVEMENTS

- Certificate in National Skill Standard Basic Course Examination
- Interest in Photography

PERSONAL INFORMATION

- Date of Birth: 24-11-1996
- Nationality: Bangladeshi
- Religion: islam
- Marital Status: Single

LANGUAGE

- Bangla (Fluent)
- English (Good Command)

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.