

Resume OF

Md Riyad Mizi

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Banasree, Rampura , Dhaka



CAREER OBJECTIVE:

To secure a challenging position in a forward-thinking organization where I can utilize my technical expertise and strong interpersonal skills. I aim to contribute to business growth by applying my knowledge in technology, process optimization, and problem-solving, while continuously learning and adapting to new advancements. My goal is to support the organization's objectives through innovative solutions, efficient operations, and effective team collaboration.

EDUCATIONAL QUALIFICATION:

<u>Passing Year</u>	<u>Exam & Result</u>
2015 (SSC)	Secondary School Certificate Shahatali High School, Chandpure. Result: GPA 4.50 out of 5.00
2017 (HSC)	Higher Secondary Certificate Baburhat School and College, Chandpur Result: GPA 3.58 out of 5.00
2021 (BBA)	Bachelor of Business Administration Subject: Accounting Chandpur Govt. College, Chandpur. National University Result: CGPA 3.17 out of 4.00 Result Published: 06 November 2023
2022 (MBA)	Master's in Business Administration Subject: Accounting National University Result: CGPA 3.41 out of 4.00 Result Published: 04 June 2025

COMPUTER LITERACY:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- File Management & Organization
- Data Entry & Database Management
- Basic troubleshooting and technical support
- AI Web & Mobile App Development Consultant

JOB EXPERIENCE:

1. Sales Executive or Software Consultant of Betopia Group

I have been working as a Sales Executive or Software Consultant at Betopia, a dynamic IT company based in Bangladesh, almost 1 year. Betopia specializes in custom AI app and website development, as well as WordPress solutions tailored to client needs. The company operates primarily through Fiverr, taking on global projects. As a part of the sales team, I am responsible for engaging with international clients, conducting meetings, and communicating through messages.

My key responsibilities include:

- Client Engagement
- Sales Process
- Technology Consultation
- Project Acquisition & Handover
- Delivery Oversight

PERSONAL INFORMATION:

Father's Name : Md Lokman Mizi
Mother's Name : Amena Begum
Date of Birth : 10/11/1999
Sex : Male
Religion : Islam
Marital Status : Unmarried
NID No : 3304491818
Blood Group : B+
Height : 5 feet 5 inch
Weight : 75 kg-
Present Address : Banasree, Rmpura, Dhaka
Permanent Address : Vill: Choto Shahatali
Ward No. – 04
P.O.- Shahatal- 3600
P.S.& Dis: -Chandpur.

LANGUAGE PROFICIENCY:

- Satisfactory level of understanding , speaking & writing both in English and Bengali.

INTEREST:

- Exploring new websites , Watching Football, Reading Books, Attending Seminars , Listen music and Social programmes .

REFERENCE:

Muhammad Shajjad Hossain Majumdar
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(Md Riyad Mizi)