

CURRICULUM VITAE of **SALVI SOHBAT KHALIL**

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CAREER OBJECTIVE

To seek out a position that can be the basis to achieve a high career growth. I am adaptive, hardworking and a fast learner whom you can rely on to meet your objectives and goals through continuous learning and leveraging my academic knowledge and skills.

WORK EXPERIENCE

- PIXMAMA (Sigma Solutions & Robi Axiata Limited R-Venture)
Executive, Admin (04 Nov, 2018 – Present)
 - Maintain Accounts
 - Maintain HR Information
 - Office Management
 - Operations
 - Social Page Management
 - Create Strategies for Branding via Social Media
 - Video Editing (Basic)
 - Client Meeting & Handle
- Tech Valley Solutions Ltd.
Executive, Marketing (01 Aug, 2015 – April, 2016)
 - Identify potential clients
 - After Sales Service
 - Arrange Client Meeting
 - Preparing documents for Govt. Tender

EDUCATION

- AMERICAN INTERNATIONAL UNIVERSITY – BANGLADESH
MASTER OF BUSINESS ADMINISTRATION (MBA)
Major in Finance
Major Courses: Accounting For Managers, Financial Management, Corporate Finance, Portfolio Management & Investment Analysis, International Financial Management, And Financial Markets & Institutions.
CGPA: 3.67 (out of 4 scales)
- AMERICAN INTERNATIONAL UNIVERSITY – BANGLADESH
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
Major in Accounting & Finance
Major Courses: Intermediate Accounting, Cost Accounting, Advanced Financial Accounting, Taxation, Corporate Finance, Financial Institutions & Markets, Capital Budgeting, Bank Fund Management, Investment & Portfolio Management, Financial Statement Analysis, Global Finance.
CGPA: 3.58 (out of 4 scales)

SKILLS

PROFESSIONAL SKILLS

- Proficient in Microsoft Word, PowerPoint, Excel
- Skillful in Multimedia Presentation and Web Browsing

PERSONAL SKILLS

- Fluent in verbal English communication
- Efficient in English and Bangla both verbal and written

- Good in Teamwork
- Can work under stress and pressure
- Have management and leadership experience

INTEREST

- Social Media Management
- Video Editing
- Street Photography (Mobile Photography)
- Food
- Beard
- Travelling

REFERENCES

Abul Kalam Azad
Member
Bangladesh Public Service Commission
Cell : +88-01711545275

Syed Mehdi Hasan
Project Director (Joint Secretary)
Establishment of IT/Hi-Tech Park
at District Level (12 Districts) Project
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Salvi Sohbat Khalil

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