

Resume of,

Chowdhury Foyzul Huda

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 **Address:** House-15, Road-08, Nikunjo-2, Khilkhat, Dhaka-1229, Bangladesh.



CAREER OBJECTIVE

One of the favorites is that working in full capacity environment in order to achieve the stated objective of the organization as much as possible and continuously enrich personal skills and ability.

WORK EXPERIENCE

(Total Experience: 1 year)

- **Organization name:** Acumen Technology & Builders Ltd.
Position: Business Development Executive
Duration: From 1st January 2017 to 30th September 2017 (Nine months)
Address: House-48/A, Road-34, Gulshan, Dhaka, Bangladesh
- **Organization name:** SBT Japan Limited
Position: Overseas Sales Executive
Duration: From 15th February 2016 to 15th May 2016. (Three months contract)
Address: Ahmed Tower (5th Floor), 28/30 Kemal Ataturk Avenue, Banani, Dhaka, Bangladesh

EDUCATIONAL QUALIFICATIONS

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| ▪ Post Graduate Diploma in Human Resource Management (PGDHRM) Institution: United International University (UIU) Year of completion: (Continuing) | CGPA: 3.33 Scales of 4.00 Year of completion: 2016 |
| ▪ Master of Business Administration (MBA) Institution: Independent University Bangladesh (IUB) Major: Human Resource Management (HRM) CGPA: 3.03 Scales of 4.00 Year of completion: April 2018 | ▪ Higher Secondary Certificate (HSC) Institution: Bridaban Govt. College, Habiganj Group: Business Studies GPA: 3.50 Scales of 5.00 Year of completion: 2011 |
| ▪ Bachelor of Business Administration (BBA) Institution: American International University- Bangladesh (AIUB) Major: Human Resource Management (HRM) | ▪ Secondary School Certificate (SSC) Institution: Habiganj Govt. High School Group: Business Studies GPA: 4.69 Scales of 5.00 Year of completion: 2009 |

SKILLS AND ABILITIES

- **Communication Skills:**
 - ✓ Proficiency in Bengali: Speaking, Reading & Writing (Excellent)
 - ✓ Proficiency in English: Speaking, Reading & Writing (Good)
- **Computer Skills:**
 - ✓ Application Software: Microsoft Office (MS Word, MS Excel, MS PowerPoint, MS Access), Adobe Photoshop and SPSS.
- **Event Management Skills:**
 - ✓ Arranged annual program at 'Habiganj Press Club' in the year 2014, 2015, 2016 and 2017 to distributed cloths and foods among the poor people.

KEY STRENGTH

One of my key ability is to work independently in under pressure and able to work under fully computerized environment.

EXTRA CARRICULAR ACTIVITIES

- **Member of Bangladesh Society For Human Resource Management** (From February 2018 to Present)
- **Assistant communication officer at AIUB Business Club (ABC)** (From April 2014 to December 2015)
 - ✓ Worked as an Communication in-charge at AIUB Business Talents (ABT) 2014
 - ✓ Worked as a Communication and operation in-charge in ABC 5th Year Foundation Day 2014
 - ✓ Worked as an Event Manager in ABC Ifter Party-2015
- **Executive Member at AIUB Society For HR** (From September 2014 to February 2015)
 - ✓ Worked as a Communication and Operation in-charge at 5th year celebration program
 - ✓ Worked as General Meeting Organizer
- **Executive member of social welfare organization “Durodristy”** (From January 2014 to present)
 - ✓ Work as an Event Management Officer at 2014 and 2015 Eid cloths and food donation program.

ACHIEVEMENTS AND TRAINING /WORKSHOP

- Successfully completed a field research on “Solid Waste Management” under the supervision of Independent University Bangladesh (IUB) & University of Maryland (UMD)
- Completed a certified course on ‘BPO, KPO and Other Back Office’ from My Outsourcing Ltd. (From 24 March 2017 to 24 May 2017)
- Successfully completed a course on ‘Business Communication’ from British Council Bangladesh. (From 24 March 2017 to 24 May 2017)
- Achieved certificate on ‘General concept of foreign exchange department of Bank’ workshop organized by AIUB Business Club (ABC). (22 February 2014)
- Attend a workshop named ‘Dream! Dare! Do!’ organized by City Bank Ltd. Based on Career Planning, Resume Writing, Personality and Leadership Development. (12 March 2012)
- Successfully completed diploma in ‘Office Management’ from ‘Information Technological Vision Society’. (From 20 June 2010 to 20 December 2010)

PERSONAL DETAILS

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|--------------------------|--|-----------------------|----------------------------------|
| Name | : Chowdhury Foyzul Huda | Date of Birth | : 17 th February 1992 |
| Father name | : Chowdhury Nazmul Huda | Age | : 25 |
| Mother name | : Fatema Khatun | Religion | : Islam |
| Present address | : 4 th floor, House-15, Road-08, Nikunja-2, Khilkhat, Dhaka. | Sex | : Male |
| Permanent address | : Sunali-8, College Quarter, Habiganj Sadar, Sylhet. | Marital Status | : Single |
| | | Nationality | : Bangladeshi |
| | | National ID | : 1916163213 |

REFERANCES

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| Ramim Ahmed Accountant, Roads & Highways Department, Government of the People’s Republic of Bangladesh Phone: +8801794812813, +8801670712624 Email: ramimahmad.bd@gmail.com Address: Level-5, Setu Bhaban, Banani, Dhaka, Bangladesh. Relationship: Brother | Samia Shabnaz Assistant professor, Management Department Faculty of Business Administration at AIUB Phone: +880-2-8820865, 9890804 Email: samia_s@aiub.edu Address: 83/B, Road-4, Kemal Ataturk Avenue, Banani, Dhaka, Bangladesh. Relationship: Teacher |
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I do hereby certify that all particulars given above by me are true and correct to the best of my knowledge.

Signature



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