

Arafat Arabi (Safat)

Address: 23/C West Tejturi Bazar, Tejgaon, Dhaka

Contact no: +8801683353279

Email: safat.aiub@gmail.com



CAREER OBJECTIVE

Intend to work in a challenging and competitive environment where strong sense of responsibilities and commitment is required, where I could provide the standard quality of services according to my knowledge, skills and ability to achieve the institution goal.

EDUCATIONAL BACKGROUND

1. Bachelor of Business Administration (BBA)
Major in Human Resource Management
American International University – Bangladesh (AIUB)
CGPA 3.02 out of 4.00,
Completion year: Spring 2018 - 2019
2. Higher Secondary Certificate (H.S.C)
BAF Shaheen College, Dhaka
GPA 3.60 out of 5.00
Completion year 2013
Business Studies, Dhaka Board
3. Secondary School Certificate (S.S.C)
Govt. Science College attached High School
GPA 4.69 out of 5.00
Completion year 2011
Business Studies, Dhaka Board

PERSONAL DETAILS

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| Father's Name: | Kamal Uddin |
| Mother's Name: | Rumana Akhter |
| Current Address: | 23/C West Tejturi Bazar, Tejgaon, Dhaka. |
| Permanent Address: | 23/C West Tejturi Bazar, Tejgaon, Dhaka. |

Date of birth: 3rd November, 1995
Nationality: Bangladeshi
Blood Group: B+
Religion: Muslim
Marital Status: Single

COMMUNICATION & SKILLS PROFICIENCY

- Good command both in English & Bengali.
- Knowledge to operate Microsoft Office Application.
- Strong knowledge in internet and typing.
- Surveying.

PERSONAL TRAITS

- Positive and flexible attitude.
- Having good analytical and judgmental skills also advanced in IT.
- Believes in Smart working.
- Confident and convincing ability.
- Ability to quickly grasp new concepts.
- Patient and good interpersonal skills.

SEMINAR & WORKSHOP

- Seminar on Career Development.
- Workshop on CV Writing & Corporate Etiquettes

EXTRA CURRICULUM ACTIVITIES

- Worked as a volunteer.
Event: HR Today and Tomorrow
Date: 20/03/2017
- Health and Safety Audit at AIUB

HOBIES & INTEREST

- Playing Online Games
- Playing Cricket, Football.
- Travelling.

REFERENCES

Afdalin Bin Haque

Assistant Professor

Department of Management & HRM
Faculty of Business Administration
American International University-
Bangladesh

Email: afdalinpial@aiub.com

Cell: +8801716821142

Md. Ashiqul Amin Ashik

Chairman & CEO

FMA Outsourcing & Solutions Ltd.

Premier FM Heights, House #88, Road #
10/1, Block # D, Niketan, Gulshan, Dhaka
1212, Bangladesh.

Email: ashik@fmaosl.com

Cell: +8801711520125