

S.M. Tawhidul Islam

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## Career Objective

Seeking for a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the organizational growth.

## Education

<u>Exam</u>	<u>Year</u>
<b>Masters of Business Administration [EMBA]</b>	-----
<b>Jagannath University</b>	
Major: Human Resource Management (HRM)	
CGPA: Enrolled	
<b>Bachelor of Business Administration (BBA)</b>	<b>2019</b>
<b>American International University-Bangladesh (AIUB)</b>	
Major: Management Information System (MIS)	
CGPA: 3.64 Out of 4	
<b>Higher Secondary School Certificate (HSC)</b>	<b>2015</b>
<b>Chandpasha High School &amp; College</b>	
GPA: 4.08 Out of 5	
Business Studies	
Barishal Board	
<b>Secondary School Certificate (SSC)</b>	<b>2013</b>
<b>Chandpasha Secondary School</b>	
GPA: 4.00 Out of 5	
Science	
Barishal Board	

## Training

Training Title	Topic	Institute	Location	Year	Duration
Graphic Design	Adobe Illustrator, Adobe Photoshop	CodersTrust Bangladesh	Banani, Dhaka	2019	3 Months
Advanced MS Excel Certificate Course	Advanced Excel	Bdjobs Training	Kawran Bazar, Dhaka	2019	15 Hours (5 Sessions)
MS Excel Training	Excel Basics & Formulas	New Horizons CLC of Bangladesh	Dhanmondi, Dhaka	2019	24 Hours (6 Sessions)
Internship	HR Works	Intertek Bangladesh	Tejgaon, Dhaka	2018	3 Months
Basic Computer Training	Basic Computer	Department of Youth Development, Bangladesh Govt.	Bakerganj, Barishal	2012	10 Days

## Extra-Curricular Activities

- Became runner up team at Samsung EDGE Bangladesh program
- Involved in voluntary activities like organizing Department's programs
- Participated in poster competition (both Traditional & Digital Poster)
- Attended in several seminars, programs on various topic/occasion
- Active in organizing parties at my uncle's business (Event Management)

## Language & Professionals Skills

- Language: Mother tongue-Bengali. Fluent in Bengali and English.
- Can negotiate easily with different kinds of people
- Adaptable to various situations/environment
- Able to work under pressure
- Good at team working
- Problem solving
- Time management
- Hard worker
- Result driven

- Computer Skills:
  - Proficient in MS Office (Word, Excel, PowerPoint)
  - Proficient in Photoshop, Illustrator

## Personality Traits

- ✓ Honest
- ✓ Punctual
- ✓ Ambitious
- ✓ Well organized
- ✓ Keen to learn something new
- ✓ Highly interested in Technology

## Personal Details

Father's Name : Md. Nurul Islam  
Mother's Name : Mst. Salina Akter  
DOB : 1st September, 1997  
Nationality : Bangladeshi  
Marital Status : Single  
Religion : Islam  
NID : 2401764184  
Permanent Address : Hawladar Bari, Bockshirchar, Chandpasha, Babuganj, Barisha- 8212

## References

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