

Curriculum Vitae (CV)



Md. Arifuzzaman

Contact Information

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Personal Particulars

Age : 24 years
Date of Birth : 01 January 1996
Nationality : Bangladesh
Race : Islam
Gender : Male
Marital Status : Single
Hight : 5.5''

Employment History

Export Import Bank of Bangladesh Limited | August 2017 – December 2017 |

Information and Communication Executive (As an Intern)

Duties / Responsibilities

Core Responsibilities of this position are about helping out the customer by providing the proper information regarding various kinds of deposit opportunities, that help them make the best decisions for their investment. Because most of the customer has difficulties with their finances, especially when it comes to the matter of investment and deposit.

Apart from that, I have learned a lot from my position, also it gives me the proper scenario of the corporate world in the context of providing the best solution from the perspective of the customer. Also, I get the chance to relate my theoretical knowledge to the real-life working field which is a great experience for me. However, I hope it helps me to build my career more professionally in the future.

Educational Background

Masters

Institution : International Islamic University Malaysia (IIUM)
Field of Study : Master of Business Administration (MBA)
Specification : Finance
Graduation Date : September 2020
CGPA : 3.33 (Out of 4.0)

Bachelor

Institution : American International University, Bangladesh (AIUB)
Field of Study : Bachelor of Business Administration (BBA)
Specification : Accounting and Finance
Graduation Date : February 2018
CGPA : 3.45 (Out of 4.0)

College

Institution : Dhaka Commerce College, Dhaka, Bangladesh
Field of Study : Higher Secondary School Certification (HSC)
Specification : Business Studies
Graduation Date : August 2013
CGPA : 4.70 (Out of 5.0)

High School

Institution : Dighulia Shahied Mizanur Rahman High School, Tangail.
Field of Study : Secondary School Certification (SSC)
Specification : Business Studies
Graduation Date : June 2011
CGPA : 4.69 (Out of 5.0)

Top Skills

Proficiency: Advanced - Highly experienced; Intermediate - Familiar with all the basic functionalities; Beginner - Just started using or learning the skill

Skill	Years	Proficiency
Microsoft Word	>5	Advanced
Microsoft Excel	4	Advanced
Microsoft Outlook	4	Advanced
Presentations	4	Advanced
Office Suite	>5	Advanced

Languages

Proficiency: 0=Poor - 10=Excellent

Language	Spoken	Written
English	9	8
Malay	6	5
Bangla	9	8
Hindi	9	8

Additional Information

Career Objective

It's a privilege to work with the well-reputed organisation where I can secure myself for the respective position. However, being an employee of the respective firm that allows me to contribute theoretical knowledge along with professional skills.

Interpersonal Traits and Attitude

- * Excellent communication skills
- * Problem Solving and Critical Thinking
- * Team work and Positive Attitude
- * Self-motivated and Committed
- * Readiness to learn and grow

Extra - Curriculums Activities

1. MBA- Finance (2018-2020)

I was an active member of the IIUM- Bangladesh Committee during my MBA degree from 2018 to 2020 , where our prior task is to arranging programme for new students as well as try to build good community engagement, so that in an abroad life students can help each other. Apart from this, I was also an Executive Member of Bangladesh students Union Malaysia(BSUM) for the year of 2019 .

2. BBA- Accounting & Finance (2014-2018)

I have completed a Bachelor of Business Administration (BBA) focusing on Accounting & Finance from American International University - Bangladesh (AIUB). In addition, It was a wonderful study atmosphere in AIUB. However, during my bachelor`s degree time, I was involved in more than one educational club, where I can learn some skills that help me in the future such as teamwork, leadership, work under pressure, arranging workshops etc. Likewise, in 2016 on MIS DAY, I got the champion title for designing the best poster presentation along with a unique business idea.

Willing to Travel	: Moderate (50-75 Percentage)
Willing to Relocate	: Will Consider
Possess Own Transport	: Yes
Expected Monthly Salary	: BDT 40,000 (Negotiable)
Availability	: Immediately after 45 Days' Notice

References

Dr. Razali Bin Haron Institute of Islamic Banking and Finance Associate Professor International Islamic University Malaysia Email id: hrzali@iium.edu.my	Dr. Rodrigue Ancelot Harvey Fontaine Kulliyah Of Economics and Management Science Associate Professor International Islamic University Malaysia Email id: ridhwan_fontaine@iium.edu.my
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