

MD. ROMAN MIA

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Address: H 162, R 04, BL B, Bashundhara R/A, Dhaka-1229



Career Objective

To secure employment with a reputable organization, where I can utilize my skills and business studies background to the maximum.

Work Experience

Internship

BASIC Bank Limited

Bashundhara R/A, Dhaka

December 2020 – February 2021

[Gathered banking and Financial knowledge and learned how to work as a team player in organizational culture]

Academic Backdrop

Bachelor of Business Administration (BBA), 2020

American International University-Bangladesh (AIUB)

Department: Accounting & Finance

CGPA: 3.52 (*out of 4*)

Higher Secondary Certificate (HSC), 2016

Walinewaz Khan College

Group: Business Studies

Board: Dhaka

GPA: 3.75 (*out of 5*)

Secondary School Certificate (SSC), 2014

Shaheed Alauddin High School

Group: Business Studies

Board: Dhaka

GPA: 3.50 (*out of 5*)

Workshop & Training

Workshop/ Training	Duration	Trainer / Institute	Date
Financial Decision-Making Using MS Excel	4 hrs.	Faculty of Business Administration, AIUB	February 2019
Investment in Capital Market	8 hrs.	Bangladesh Institute of Capital Market	July 2019
Practical Applications of IAS & IFRS	2 months	School of Business Administrative, UIU	Feb 2019- April 2019
Graphics & Ui/Ux Design	3 months	SEIP, BASIS, BITM	March 2018-Jun 2018

Extra-Curricular Activities

Professional Summit:

Participated in *DUCC Present IPDC Young Professional Summit 2019* at DU

Student Volunteer Work at *AIUB Auditorium*

AIUB Business plan competition

AIUB Business WEEK

Computer Skills

- Advanced knowledge of Microsoft Office in, particular, Word, Excel, Spreadsheets, PowerPoint, Outlook
- Proficient user of Excel and entry-level ability in SPSS; used both for collating and analyzing data
- Knowledgeable to ERP Based Accounting System and CRM applications

Key Skills

- The ability to analyze business finances, market information, accounts and investment opportunities and risks.
- Working effectively within a team to accomplish key objectives.
- Excellent presentation and negotiation skills
- Speaking in public, to groups, or via electronic media.
- Ability to priorities workloads in the face of deadlines.

Language

Excellent Fluency in English and Bangla with correct pronunciation.

Personal Details

Father: Md. Golap Mia

Mother: Helena Khatun

Date of Birth: 29th Oct, 1998

National ID No: 7804628779

Place of Birth: Kishoreganj

References

MOHAMMAD FARIDUL ALAM

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American International University-
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MD. SULTAN MAHMUD

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(MD. ROMAN MIA)