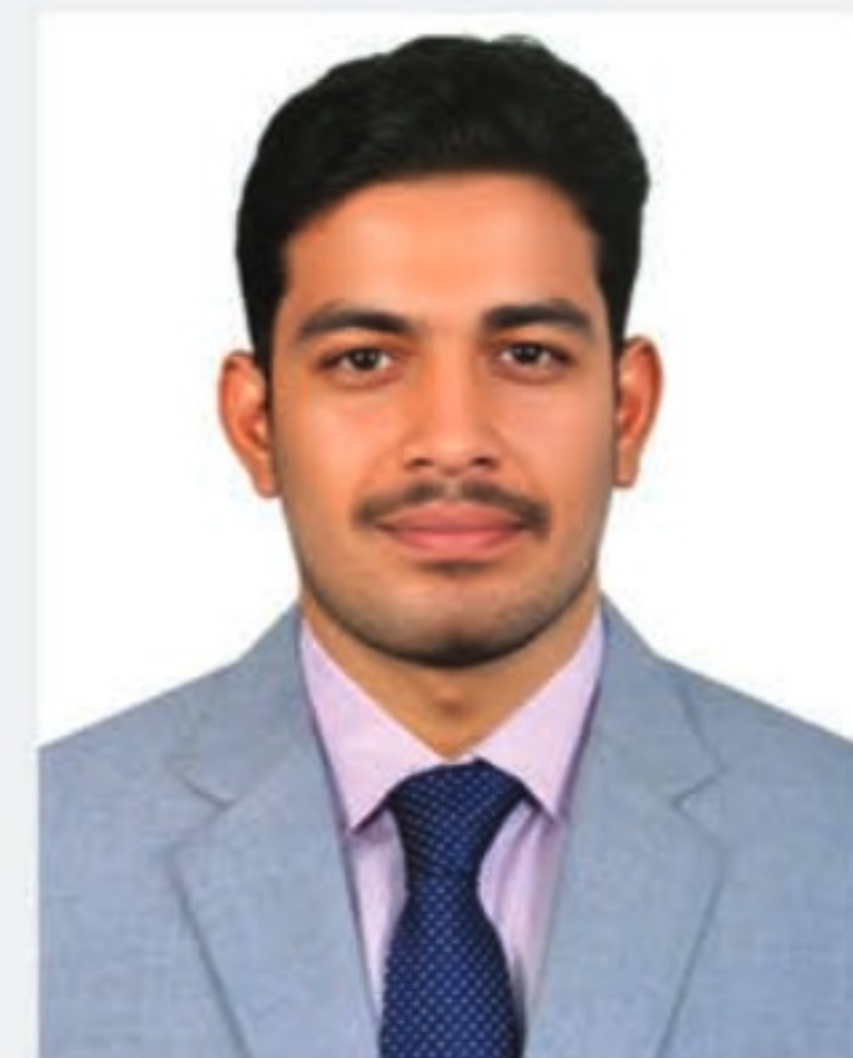


Ahmed Bin Aziz Riyad



📍 GPO, Alkoron Goli, Chittagong

☎ +8801780-398298

✉ ahmedbinaziz@gmail.com

CAREER OBJECTIVES

A motivated BBA student majoring in Human Resource Management, seeking an entry-level HR or Marketing role where I can apply my communication and organizational skills, gain practical exposure, and contribute positively to organizational objectives while continuing my professional development.

ACADEMIC QUALIFICATION

Bachelor of Business Administration (BBA)

Port City International University
Undergraduate

Major: Human Resource Management (HRM)
CGPA: 3.00 (Out of 4)

Higher Secondary Certificate (HSC)

Bepza Public School & College
Group: Business Studies

Board: Chittagong
GPA: 3.83 (Out of 5)
Year: 2020

Secondary School Certificate (SSC)

Chittagong Municipal Model High School & College
Group: Business Studies

Board: Chittagong
GPA: 3.39 (Out of 5)
Year: 2018

SOFTWARE SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint

KEY SKILLS

- Typing Skill: Moderate in English.
- Ability to work collaboratively in a team environment.
- Strong time management and organizational skills.
- Proficiency in reading, writing and speaking in Bengali & English.
- Interact well with people of different characteristics, Language.

HOBBIES & INTEREST

- Playing Football
- Reading Books
- Deal with different people
- Helping people in distress
- Computer & Technology.

CHARACTER TRAITS

Highly organized, sincere, eager to learn, responsible, hardworking and capable of working under extreme pressure.

REFERENCE

Ms. Rumana Sultana

Assistant Professor
Department of Business Administration
Port City International University
Contact No. +8801731-409627

PERSONAL INFORMATION

Father's Name : Abdul Aziz
Mother's Name : Sharmin Sultana
Date of Birth : 03 December 2001
Gender : Male
NID No. : 1032896597
Marital Status : Single
Nationality : Bangladeshi
Religion : Muslim
Blood Group : AB+

WORK EXPERIENCE

Sales & Operations Assistant
Brass Pipe & Shipyard Items Wholesale Store
Chittagong | (2023 – 2025)

- Managed wholesale client relationships and ensured quality customer service
- Supported sales operations including order processing and billing
- Maintained inventory records and monitored stock levels
- Coordinated with suppliers and customers to ensure timely deliveries
- Strengthened communication, negotiation, and customer handling skills

INTERNSHIP EXPERIENCE

HR / Administrative Intern
Youngone Corporation | 2 Months

- Assisted in HR and administrative documentation processes
- Supported daily office operations and internal coordination
- Prepared reports and maintained official records
- Collaborated effectively with team members in a corporate setting
- Gained hands-on exposure to professional workplace standards

Signature