

Arzumand Rahman Sabik

Flat # B3; House # 21; Road# 1

Block # I; Banani; Dhaka 1213

Mobile: 01717-369930

E-mail: sabik0001@gmail.com

Date of Birth : 24th October, 1993**Nationality :** Bangladeshi

CAREER OBJECTIVE: A position in the business field where I can share my knowledge and energy to the fullest extent and to work in such an environment that will allow me to utilize my marketing and leadership skills to enrich myself with new challenge and opportunities.

SUMMARY: A hard-working, friendly and energetic individual with excellent communication as well as organizational skills strong attention to details and the ability to grasp new concept and skills quickly. Reliable, responsible and personable team player with quick thinking and problem solving ability. Capable of managing multiple priorities in a deadline driven environment.

ACADEMIC BACKGROUND:**Bachelor of Business Administration (BBA)**

North South University, Dhaka

Major : Marketing**CGPA :** 3.45 (4.0 scale)**Year :** 2016

Higher Secondary Certificate (HSC)

Sylhet Commerce College, Sylhet

Group : Business Studies**GPA :** 5.00 (5.0 scale)**Passing year :** 2012

Secondary School Certificate (SSC)

Blue Bird High School and College, Sylhet

Group : Business Studies**GPA :** 4.81 (5.0 scale)**Passing year :** 2010

WORK EXPERIENCE:

- **Internship at V E Broadband Network from 4th September to 5th December 2016**

Worked under marketing department. Updated client lists, prepared power point presentation & document on the growth of number of clients Conducted training sessions about direct marketing. Distributed bill collection cards of clients to area managers.

ACHIEVMENTS:

- Became top 15 in Agro Business Competition on Channel I. Year: 2014
 - Zela Parishad Scholarship for both the SSC and H.S.C result. Year: 2010 & 2012
 - Merit-based Scholarship of 60% at Sylhet Commerce College. Year: 2012
-

COMMUNICATIONS SKILLS:

Language	Level of communication	Writing Skills
English	Business Standard	Excellent
Bangla	Fluent	Excellent
Hindi	Intermediate	Not applicable

SKILLS AND ABILITIES:

- Organize presentation, basic understanding of writing business letters, memos, proposal and report.
 - Good communication and public speaking skills.
 - Administrative leadership skills to influence members.
 - Comfortable in both group and individual tasks.
 - Able to work in stress and strong demanding corporate environment
-

IT SKILL PROFILE:

- Good working knowledge of Microsoft office packages- Word, PowerPoint & Excel
 - Working capabilities on different software- SPSS, Photoshop
-

PROJECTS:

- Conduct survey and research on launching a new product for 'Pran' Year: 2016
 - Prepared a business plan by introducing a new tooth powder product. Year: 2015
 - Made Advertise on "Surf excel". Year: 2015
 - Prepared country analysis for investing on Vietnam. Year: 2014
-

INTERESTS: Playing cricket, football, watching TV & movies, travelling, social networking

REFERENCES:

Mehdi Ishtiaq Alam
Senior Manager, Business Finance-Wholesale
Banking
Brac Bank Limited
Anik Tower, Tejgoan Link Road
Dhaka, Bangladesh
E-mail: mehdi.ishtiaq@bracbank.com
Mobile: 01730-097924

Rushdy MD Bakth
Lecturer
Department of Accounting & Finance
School of Business & Economics
North South University
Dhaka, Bangladesh
Office : NAC 775
Email : rushdy.bakth@northsouth.edu
Mobile : 01711-081916