

Curriculum Vitae

S.M. Najmush Sayadat

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Career objective:

To build my career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal & climb the career ladder through continuous learning & commitment. I hope such a competitive corporate arena will make me more apt in working on various tasks.

Working experience:

I worked at **Sonali bank, dorgagate corporate branch** as my internship program, since December 2018. I have gathered much working knowledge on passport endorsement, foreign currency, IPO refund, invoice, LC, DD, accounts opening & other banking activities etc.

Training program:

I participated in a “**Practical training program in basic operation on accounting & inventory software (Tally.ERP9 & Factura)**” which was held from 11th March to 13th March 2018.

Educational information:

Deg.	Major	Result	Passing year	Board / Institution
BBA	Accounting	3.55	2019	Shahjalal University of Science & Technology
HSC	Business studies	5.00	2013	MC Academy Model Govt. School & College
SSC	Business studies	5.00	2011	MC Academy Model Govt. School & College

Computer & other skills:

1.	Operating system	Windows 7, 8.1, 10
2.	Word processing	Microsoft word
3.	Spread sheet analysis	Microsoft excel
4.	Presentation	Microsoft power point
5.	Special	Internet browsing, Tally.ERP9,factura, Database SQL, HTML
6.	Language	Good at English, Bengali (speaking & writing) & Hindi (speaking) language.

Extra-curricular activities:

- President of ‘Swapnotthan’. It’s a charitable organization which acts for social issues.
- Vice president of **SUSTCC (carrier club)**.
- Joint secretary at **Bangabondhu Student association (SUST)**.
- Executive member of **SUST debating club**.
- Participated in ‘**Youth Fest business plan** program 2016 & 17’. The jury board accepted my business plan & they also give me a chance to enucleate to Dhaka.

Achievements & awards:

- ✓ I achieved **3 years chess championship** in inter department open chess tournament.
- ✓ I participated in inter department **debate program & got third position**.
- ✓ Got scholarship in **SSC (talent) & HSC (general)**.
- ✓ Scholarship awarded by university authority based on academic performance of the year 2014 to 2016 under ‘**University Merit Scholarship**’ program at SUST.

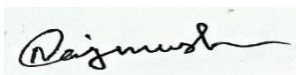
Personal profile:

- **Father’s name:** Sheikh Mustafizur Rahman
- **Mother’s name:** Mst. Nasima Perveen
- **Permanent address:** Village: Rajghat, P/O: Rajghat, Thana: Avaynagar, District: Jashore
- **Religion:** Islam
- **Nationality:** Bangladeshi
- **NID:** 6423842050
- **Date of birth:** 11/12/1995
- **Hobby:** Reading books, travelling new areas, playing chess.

References:

<p>Dr Mohammad Shahidul Haque Associate Professor Dept. of Business Administration Shahjalal University of Science & Technology Mobile no: 01712638938 Email: sahidul-ban@sust.edu</p>	<p>Md. Abul Hasan Chowdhury Assistant Director Credit Information Bureau(CIB) Bangladesh Bank, Head Office 2nd Annex Building (22nd Floor) Motijheel C/A, Dhaka-1000 Phone:01710067426</p>
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I declare the above information as true and authentic.



Signature