

CURRICULAM VITAE

Amit Saha

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Career Objective:

To build a recognizable career that respects organization, its process with integrity, ethics and values. To work in such a function which offers diversity with impeccable skills and professional environment where I can apply my acquired knowledge and experiences to excel at sustainable organizational goals and accomplishments.

Personal Statement:

A **conscientious, versatile and passionate** business graduate from marketing and human resources management, who pays attention to details, working under management function with excellent interpersonal and team management skills applying with this imperative responsibility to utilize experience, core competencies for delivering ideal **functional values** and for contributing with excellent organizational results.

Academic Portfolio:

Degree	Major	Educational Institution	Board/University	CGPA
MBA	HRM	United International University	Dhaka	2.75
BBA	Marketing	United International University	Dhaka	2.60
HSC	Business Studies	Abdul Mannan Bhuiyan College, Narsingdi	Dhaka	4.10
SSC	Science	Satir Para K.K. Institution	Dhaka	3.25

Organizational Attachment:

I have completed an internship program from NCC Bank Limited as an **Intern**, which was dated on 28th August 2017 to 22nd November 2017.

Computer Skills:

- **Microsoft Word:** (Ability of writing and preparing different types of reports, applications, memos, good news and bad news message).
- **Microsoft Excel:** (Capable of analyzing and calculating data using different functions, equations, charts, methods and presenting data accurately and orderly).
- **SPSS:** (Analyzing skills of different types data by different statistical tools).

Other Skills and experience:

Event Secretary: UIU MBA Club (Feb 2019- Sep 2019).

Coordinator: UIU BBA social club (2013 to 2015).

Free launching: I have done lots of free launching activities in report/ article writing, SPSS and excel analysis, formal report writing and so many.

Free-lancer: Fiverr, Upwork.

Personal Information:

Date of Birth : 1st December, 1992.
Blood Group: : B Positive(+).
Height : 5 feet 8 inch.
Marital Status : Single.
Contact Address : 116/1, Madrasa Goli, Ghadigar, West Dhanmondi
Permanent Address : 163/1, West Kanda Para, Narsingdi. P.O: Narsingdi Sadar.
National ID No. : 1992682601400150.
Hobby : Cooking, Travelling, Gardening and reading.

Reference:

Nasiruddin Ahmed Senior Vice President & Manager NCC Bank Limited. Narsingdi Branch: 02, C & B road, Narsingdi Sadar-1600. Email: narsingdi@nccbank.com.bd Mobile: 01929-243032 Phone: 9452027	Sajib Roy Senior Principle Officer (Treasury & Retail Unit) Uttara center, 5th floor, 102 Shahid Uddin Sarani, Tejgaon. Dhaka-1208 Email: roy@uttarafinance.com Phone: 01716-345486, 01926-677010
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