

Md. Munirujjaman Monir

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Personal Statement

A highly motivated recent MBA graduate with a CGPA of 3.38 from Sylhet International University, looking to utilise my current analytical skills and knowledge and also to further develop these skills in a practical and fast-paced environment and actively contribute to the overall success of any business I work for.

Education

Sylhet International University

(2015 – 2016)

3.38 on scale of 4.00 Master of Business Administration

Major Subject: Human Resource Management

Key Skills gained:

- Analytical and conceptual thinking, with a conscientious approach to managing workloads.
- Ability to handle, analyse and interpret complex data, before presenting it back based on the overall analysis made.
- Strong leadership and risk management through participating in group projects, presentations and assignments.
- Project management and time management, which is a vital skill applicable to all areas.

Notable Modules -Advanced Management Accounting, Global Business & Compensative Management, Business Research Method & Management Science, Strategic Management & Cases Analysis, Comprehensive Viva Voce, Human Resource Development & Planning, Managerial Negotiation & Internship Program.

Sylhet International University

(2010 – 2015)

2.92 on scale of 4.00 Bachelor of Business Administration

Major Subject: Management

Key Skills gained:

- A keen international commercial acumen through applying economic theories and case studies to economies across the world.
- Advanced problem solving and numeracy skills.

- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations.
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.

Notable Modules - Financial & Management Accounting, Principles of Banking, Microeconomics & Management, Business Law, Business Statistics, Human Resource Management, Insurance and Risk Management, Marketing Management, International Business, Operation & Business Research, Comparative Management, Entrepreneurship Development, Strategic & Project Management, Industrial & International Management.

Shahjalal Jamia Islamia School & College

(2007 – 2009)

H.S.C: GPA 3.20 on a scale of 5.00 Humanities

Habiganj Govt. High School

(2001 - 2007)

S.S.C: GPA 2.50 on a scale of 5.00 Humanities

Experience

Internship, Prime Bank Limited

(October 2014 – January 2015)

Duties include:

- Interacting with customers in a polite and professional manner.
- Carrying out general banking duties.
- Working at the Loan sector of the branch.
- Carrying out remittance transactions.
- Demonstrating an in-depth knowledge of key banking standards used within the industry.

Key results:

- Achieved targets set by manager.
- Demonstrated resilience and ability to work under immense pressure.
- Significantly improved communication and inter-personal skills.
- Ability to work as a team member and independently when required.

Hobbies & Interests

I have a keen interest in sports; I regularly play football and cricket in my spare time and I played for the Sylhet International University team. I was a member of the rotary club during my time at university, and during this period I organised a number of very successful programmes and events both on and off campus to donate blood to patients in need and also helped poor people by donating clothes and blankets for the winter months.

Personal Details

Name:	Md. Munirujjaman Monir
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References

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