

Curriculum Vitae

NAZIM UDDIN

171/2 College road Chhagalnaiya, Feni-3910

+8801839014645

Naazim.nus@gmail.com



Administrative Assistant

Emotionally intelligent and computer-savvy Administrative Assistant with an Associate's degree in Business Administration. Strong interpersonal skills and a lifelong focus on supporting others and helping them shine.

Professional Experience

Modern Electronics, feni-Bangladesh.

01-2016 to present

Administrative Assistant

Since 1984, MODERN ELECTRONIC is start-up business located in the FENI district. The company specializes in Air- conditioning suppliers. Home electronics including Refrigerator, freezer, TV, Beauty ,Home,kitchen, and Health Appliance Sales and suppliers . Refrigeration Spare parts suppliers ,repairing and maintenance all refrigeration and electronics goods, and training Institute which is Approved from Bangladesh government (BTEB) .

Achievements:

- Developed policies that saved the company 500 hours a year.
- Trained two interns in office tasks which later became full-time employees.
- Maintained appointment calendar for 12 conference rooms.

Hard Skills:

- Microsoft Word, Excel, Outlook, Powerpoint, SharePoint
- Calendar management
- Proficiency with photocopiers, scanners, and projectors
- Accurate data entry
- Inventory and supply management
- Editing and Proofreading
- Billing and record-keeping
- Business Knowledge

Soft Skills:

- Communication (written and verbal)
- Prioritization and problem-solving
- Organization and planning

- Research and analysis
- Attention to detail
- Customer service
- Phone Etiquette
- Discretion
- Emotional Intelligence
- Responsibility
- Teamwork and delegation
- Management and training
- Flexibility and efficiency

Certificates:

- Bangladesh National cadet core Certificates
- Web Developing Certificate.

Courses:

- Web design and development(2016)

Volunteer:

- Chhagalnaiya Blood Donors Club (2016 to present)

Interest:

Football, Swimming, Communicate with new people, Web developing .

Language Proficiency:

- Having good command reading, writing and speaking English.
- Having good command reading, writing and speaking Bengali.

Education:

- BBA in Business Administration : National University Of Bangladesh ,
Final year Out of 4.
Course duration: 4 year
 - HSC – Science : Feni Govt. College.
Board – Comilla
GPA – 3.33
 - SSC – Science : Chhagalnaiya Pilot high school.
Board – Comilla
GPA – 5.00
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Personal Details :

Father's Name : JAMAL UDDIN
Mother's Name : MONOWARA BEGUM
Date of Birth : June 18, 1996
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 3304238672
Religion : ISLAM
Permanent Address : 171/2 , COLLEGE ROAD, Chhagalnaiya, Chhagalnaiya, Feni 3910
Current Location : Feni

References:

Kazi Shariful Islam Rashed
Director
Modern electronics Feni
Feni
01819-523003

Zaker Haider Sumon
Journalist
Daily Samakal, Bangla TV
Feni
01819-838835

Rahmat Ullah
Senior programmer
Live Technology LTD
West panthopath Dhaka
01673-442258