

# RÉSUMÉ

of

## TANVEER HAIDER CHAUDHURY

C/o: Mr. Numan Haider Chaudhury  
General Manager, Khadim Tea Estate  
P.O.: Khadim Nagar  
P.S.: Airport, Dist.: Sylhet - 3103

Cell-phone : +880 1816450521  
E-mail:  
tanveerhaiderchy@gmail.com



### CAREER OBJECTIVE

To obtain an on-hand experience in a foremost multinational company requiring creative, thought-provoking service as well as diversity that will make the most of my education, experiences and offer advancement opportunity.

### WORK EXPERIENCE AS AN INTERN

#### ❖ EXIM Bank Limited

Sylhet Branch, Mujtaba Tower, Zindabazar, Sylhet, Bangladesh. Tel.: +880 821 724413, 719832

- ❖ Coordinate and manage the need of customers among the departments.
- ❖ Prepare daily voucher list and enter into the voucher register books.
- ❖ Prepare list of circulars and mails for proper distribution.
- ❖ Keep records of outgoing mail.

Duration: **3 Months**

Period covered: 1<sup>st</sup> December, 2016 – 28<sup>th</sup> February, 2017

### ACADEMIC RECORDS

#### ❖ Master of Business Administration (MBA)

Major: *Marketing*

CGPA: **3.23** out of 4.00

Leading University, Sylhet, Bangladesh

#### ❖ Bachelor of Business Administration (BBA)

Major : *Human Resource Management*

CGPA : **2.78** out of 4.00

Leading University, Sylhet, Bangladesh

Passing Year – 2017

#### ❖ Higher Secondary Certificate (HSC)

Group : *Science*

Grade : **"A-"**

GPA : **3.80** out of 5.00

Scholarshome, Sylhet, Bangladesh

Passing Year – 2011

## ❖ Secondary School Certificate (SSC)

Group : *Science*

Grade : "A+"

GPA : **5.00** out of 5.00

Blue Bird High School, Sylhet, Bangladesh

Passing Year – 2009

## ◆ COMPUTER EFFICIENCY ◆

### MS Office Application

- ✓ Microsoft Word, Excel & Power Point.

### Internet Browsing

- ✓ Handy enough.

## ◆ LANGUAGE PROFICIENCY ◆

### Bengali

- ✓ Native.

### English

- ✓ Confident and good enough to communicate in the modern business environment.

## ◆ PERSONAL DETAILS ◆

Father	:	Mr. Numan Haider Chaudhury General Manager, Khadim Group of Tea Estates, Sylhet
Mother	:	Mrs. Yeasmeen Chaudhury Housewife
Religion	:	Islam
Nationality	:	Bangladeshi (By birth)
Date of Birth	:	December 3, 1993
National ID	:	1457086534
Marital Status	:	Single
Permanent address	:	Village & P.O.: Hazipur, P.S.: Kulaura, Dist.: Moulvibazar-3223
Interests	:	Photography and volunteer works.

## ◆ REFEREES ◆

*Dr. Wahiduzzaman Khan*

Associate Professor

Head

Department of Business Administration

Leading University, Sylhet.

Cell-phone: +880 1939993399

wzk\_roence@yahoo.co.uk

*Mr. Noor Muhammed Chowdhury*

**Regional Manager & Vice President**

EXIM Bank Limited

Regional Office, Sylhet

Mujtaba Tower (5<sup>th</sup> Floor)

Zindabazar, Sylhet-3100

Phone: +880 821 726164

rmo.sylhet@eximbankbd.com