

Last Updated : **May 8, 2018**

RAYHAN ALAM

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Career Objective:

To face challenges using knowledge, perception and innovation to pursue long-term successful career in dynamic and professional environment of any reputed organization through my aptitude, hard work, dedication and determination.

Career Summary:

Executive Officer, Operation & Business Development:
Increasing Bottom-Line Profitability through Real Estate Strategies.

Professional Profile:

Accomplished executive with a proven ability to develop and implement real estate strategies that support business and financial objectives. Recognized as an expert in applying financial concepts to asset management decisions.

Areas of Expertise:

- High-Volume, High-Dollar Negotiations
- Analytical and Financial Skills

Special Qualification:

- Work well under pressure as part of a team
- Well-groomed appearance
- Polite, respectful, and courteous manners
- Responsible, efficient, and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Ability to elicit confidence

Employment History:

Total Year of Experience : 1.9 Year(s)

1. **Executive Officer, Operation & Business Development (April 1, 2018 - Continuing)**

Golden Havest Group

Company Location : Sylhet
Department: Business Development

Duties/Responsibilities:

Expanding Business.

2. **Lecturer (January 1, 2018 - March 31, 2018)**

Shahjalal (RH) Degree Collage

Company Location : Sylhet

Department: Accounting

Duties/Responsibilities:

To deliver the Lectures

3. Union Coordinator (UC) (February 1, 2017 - December 31, 2017)**Friends In Village Development Bangladesh(FIVDB)**

Company Location : Sylhet

Department: Suchona

Duties/Responsibilities:

Administrative

4. Field Supervisor (October 20, 2016 - January 31, 2017)**Friends In Village Development Bangladesh (FIVDB)**

Company Location : Sylhet

Department: Suchona

Duties/Responsibilities:

Monitoring The Data Entry Operation

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Accounting & Information System	North East University Bangladesh	CGPA:3.72 out of 4	2016	2014-2015	Got Vice Chancellor Scholarship
Bachelor of Business Administration (BBA)	Accounting & Information System	Metropolitan University, Sylhet	CGPA:3.66 out of 4	2014	2010-2013	Got Merit Scholarship
HSC	Business Studies	Jalalabad Cantonment Public School & College	CGPA:5 out of 5	2009	2007-2008	Got higher secondary school certificate scholarship
SSC	Business Studies	Jalalabad Cantonment Public School & College	CGPA:4.94 out of 5	2007	2005-2006	Got secondary school certificate scholarship

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
1.Foundation Course On "How do children learn?"	The Early Brain Development Skill Enhancement	Ministry of Women and Children Affairs	Bangladesh	Sylhet	2017	2 Days
Internship program	Investment modes of IBBL	Islami Bank Training and Research Academy	Bangladesh	Dhaka	2013	3 months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 19000
 Expected Salary : Tk. 22,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution,
 General Management/Admin
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : United Kingdom, United States, United Arab Emirates
 Preferred Organization Types : Banks, Advertising Agency, Clearing & Forwarding (C&F)
 Companies, Buying House, Audit Firms /Tax Consultant,
 Airline, Agro based firms (incl. Agro Processing/Seed/GM),
 Architecture Firm, Chemical Industries, Call Center,
 Automobile, Cement Industry

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Windows Administration • Internet Browsing • E-mail 	Operating System: Windows. Excelled in Microsoft Word, PowerPoint, Excel and Adobe Photoshop Utility: Photo editing, Internet browsing, E-mail

Extra Curricular Activities:

President Scout & Associated Member, Bangladesh Scouts, Sylhet District.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father"s Name : Tazuddin Ahmed
 Mother"s Name : Shamsun Nahar
 Date of Birth : December 31, 1991
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Hashampur, P.O: Hashampur-3107, P.S: Muglabazar ,Sylhet
 Current Location : Sylhet

Reference (s):

	Reference: 01	Reference: 02
Name	: Moinul Islam Chowdhury	Md. Fahimul Islam Chowdhury
Organization	: Golden Harvest Group	Jibon Bima Corporation
Designation	: Executive Director Shanta Western Tower,Level-5 #501&502 186	Audit Officer
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EMail	: moinul@goldenharvestbd.com	fahimjbc@yahoo.com
Relation	: Professional	Relative
