

Resume of Raju Mia

Unit-D, 4th floor, Payra 11, Dorgah Mohollah, Sylhet-3100
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Career Objective

To achieve an appropriate platform in renowned organization from where I can get the facilities to develop myself and I would like to implement the theoretical knowledge of business administration in the practical arena through working in an organization with the global exposure.

Academic Pursuit

2016- Present

Bachelor of Business Administration (BBA)

Metropolitan University, Sylhet

Major in Marketing

CGPA: 3.39 (out of 4.00)

2013-2015

Higher Secondary Certificate (HSC)

Sylhet Commerce College

Group: Business Study, Board: Sylhet

GPA: 5.00 (out of 5.00)

2012-2013

Secondary School Certificate (SSC)

Chhatia Bishownath High School and Collage

Group: Humanities, Board: Sylhet

GPA: 4.50 (out of 5.00)

Job Experience

Period	Institution	Position
April 8, 2018 to Present	Panacea IT, Amberkhana, Sylhet	Business Development Executive

Panacea IT (Project Based, Business Development Executive)

Panacea IT is a local IT firm in Sylhet. My job responsibilities were generating new idea for new project, improving existing project, dealing and maintaining relationship with customer and doing promotional activities etc.

Professional Qualifications

Graphics Design

- I'm a part-time graphics designer at freelancer platform. Mainly skilled on brand Identity, Icon, Banner, Flyer designing. I am expert on PowerPoint slide designing several time my slide become the best slide in the university. Also I am an artist love to draw cartoon staff. Portfolio Link: <https://dribbble.com/rajujahidulhassan>

Computer Application

- Microsoft Word Document
- Microsoft Excel
- Microsoft PowerPoint
- Adobe illustrator

Communication Skill

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

Extra-Curricular Activities

- Founder and Vice-President of Metropolitan University Business Students Forum (MUBSF).
- General Secretary and former Publicity Secretary at Metropolitan University Prothom Alo Bondhushava.
- Publicity Secretary of Metropolitan University Marketing Association.
- Founder of Association of Business Administration Student, Sylhet (ABAS).
- Member of Metropolitan University Leadership Development Forum.
- Former Rover at Metropolitan University Rover Scout Group.

Achievements

- Debate champion in inter-department debate competition, October 2018.
- Place in the short listed top 30 selected team out of 340 team around world at the competition of Social Business Champ – 2017, organized by SBYA Global.
- High school drawing champion.

Interests

- Drawing
- Reading novel
- Traveling
- Playing game

Strength

- Hard working
- Self-motivated
- Enthusiastic and punctual
- Creative in thinking

Personal Profile

Father's name	Mukther Hussain
Mother's name	Zarina Khatun
Permanent Address	Vill: Daspara, P.O: Chhatia, P.T: Madhabpur, Dist: Habigonj.
Date of Birth	05 June 1997
Nationality	Bangladeshi
National ID	8701651583
Blood Group	O+

Reference:

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|---|---|
| 1. MD. Emran Uddin
Assistant Professor,
Department of Business Administration
Metropolitan University, Sylhet
Phone: +8801671870552
Email: emran@metrouni.edu.bd | 2. Akhlak Uz Zaman Ashik
Chief Executive Officer
Panacea IT
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I hereby declare that the above mentioned information is true to the best of my belief and knowledge.

Date: July 2, 2019


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(Raju Mia)