

Subaya Rahman Sabrin

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Sylhet Sadar, Sylhet 3100
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CAREER OBJECTIVE

To secure a worthy position in a premium organization where I can apply my expertise academic knowledge and experiences to monitoring on affect future growth of the organization. I will always try to use my skills like honesty, devotion towards my job, punctuality etc. I will discuss my ideology with my superiors.

ACADEMIC QUALIFICATIONS

Name of Degree	Name of Institution	Passing Year	Result GPA & CGPA	Board /Group
MBA	Daffodil International University	2019	3.33 out of 4	Human Resources Management
BBA	Metropolitan University, Sylhet	2016	3.55 out of 4	Finance and Banking
H.S.C	Madan Mohan College, Sylhet	2012	4.70 out of 5	Sylhet (Business study)
S.S.C	Golapganj Jamia Islamia High School, Sylhet.	2010	4.81 out of 5	Sylhet (Science)

PERSONAL PRECISE

Full Name	Subaya Rahman Sabrin
Father's Name	Md Abdur Rahman
Mother's Name	Esrat Jahan
Permanent Address	42/3 waves (The Sineen Tower), Chnadantula, Amberkhana, Sylhet- 3100.
Date of Birth	26 March, 1995
Nationality	Bangladeshi by Birth
Religion	Muslim
Marital Status	Single

PERSONAL SKILLS

- i. Convincing people through strong interpersonal ability & managed daily activities strongly.
- ii. Aspiration to build a career showing superior performance

Ability to take responsibility and strong leadership mentality, Positive minded, enthusiastic, time maintenance and capable to think creatively.

- iii. Arranging seminar and Workshop through strong Organization ability and Managing People/customers with patience.
- iv. Ability to analyze different technical and electrical issue and strong administrative ability.
- v. Arranging advertising/ promotional campaign and giving full attention to own responsibilities. Maintain strong punctuality.

ACTIVITIES AND INTEREST

- i. Solving Puzzles
- ii. Sketching
- iii. Reading Adventure novels and love to see documentary films and story.
- iv. Love to watch movies and listening music.
- v. Collecting and reading different kinds of books.
- vi. Love to cook.

COMPUTER LITERACY

Working Experience with MS Office (MS Word, MS Excel, MS Power Point), Internet Browsing and E-mailing.

LANGUAGE KNOWLEDGE

Written and oral fluency in Bengali and English.

EXPERIENCES AND ACHIVEMENTS

- 1. Internship on Credit Cash & General Banking Dept.
- 2. Having strong cultural experience as an organizer within a cultural group of social development, Organization & youth for diversity.
- 3. Winner of MU grand singing competition
- 4. 1st runner up of MU debate competition,
- 5. Campus representative at Clemon indoor cricket tournament.
- 6. 1st runner up at MU debate competition.

7. Worked before- *Live*², ROCK NATION, BNCC, MU CULTURAL CLUB & some others big event.

EMPLOYMENTS RECORDS

Post	Organization	Period	Responsibilities
Executive of HR and Admin	Dream71 Bangladesh Ltd	1st March 2017 to 30th September 2018	All HR activities
Intern	Mercantile Bank Ltd	1st October, 2018 to 1st January, 2019	HR system and Performance Appraisal Of MBL
Intern	Mercantile Bank Ltd.	10 th October 2016 to January 10 th 2017	Credit Department and General Banking

REFERENCES

Name: Rup Ratan Pine

Designation: DGM

Organization: Bangladesh Bank Ltd

Mobile: +880 15 524 381 18

Relation: Academic

ACKNOWLEDGEMENT AND SIGNATURE

I hereby declare that above all information that presented is correct to best of my knowledge and behalf.



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Subaya Rahman Sabrin