



# Fahim Reza Choudhury

## Expertise in Marketing & Human Resource Management

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns and manage human to become a resource of our country.

📞 01723-124319

✉️ fahimreza001@gmail.com

### Profile Summary

A professional with significant exposure of delivering business relevant Marketing and HR initiatives and seeking a responsible position to lead the organization through using greater creativity, innovative and organized ideas with my educational experience. Looking for a challenging career with a progressive organization where I can utilize my abilities and skills and work enthusiastically in a team to achieve the goal of the organization through devotion and hard work.

### Education

Level of Education	Institution	Concentration/Major	Passing year	CGPA
MBA	North South University	Human Resource Management	2022	2.78
BBA	Varendra University	Marketing	2019	3.71
H.S.C (Higher Secondary)	Rajshahi College, Rajshahi	Business Studies	2015	4.92
S.S.C (Secondary)	Rajshahi University School	Business Studies	2013	5.00

### IT/Professional Skills

- MS Word
- MS Power Point
- MS Excel
- E-mailing and Internet Browsing
- Avro
- Typing speed 28 WPM in English

### Soft Skills

- Leadership
- Team Player
- Confident
- Willingness to learn
- Communication
- Business Strategy
- Business Planning

### Language Proficiency

	Reading	Writing	Speaking
Bangla	Expert	Expert	Expert
English	Expert	Expert	Expert

### Training

- Statistical Package for the Social Sciences (SPSS);
- English Language Course (Speaking, Writing, Listening, Reading) under English Department, University of Rajshahi.

## Experience

- Order Point- Executive (October, 2019 – April, 2020)

### Responsibilities

I worked at Order Point for six months as an Executive. After that the company had ended up its journey because of Covid-19. I was responsible for-

- Assist in reviewing resumes and applications.
- Regular updating of communication channels like facebook.
- Taking initiatives to engage the staff to their work.
- Handling the staff so that people are not dissatisfied with each other
- Preparing letters such as offer and confirmation
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization
- Communicating and explaining the organization's HR policies to the employees
- Keep prospective client and employee database updated
- Support in writing new business proposals
- Maintain knowledge of all product and service offerings of the company
- Arrange meetings for senior management with prospective clients.

## Personal Information

**Birth Date:** 06 December, 1996

**Present & Permanent Address:** H #527, Mirzapur Police Station, Binodpur, Rajshahi.

**Gender:** Male

**Religion:** Islam

**Interests And Hobby:** Reading Books. Playing Cricket, Badminton & Chess, Riding bike, Car driving, Drawing & Painting.

## Declaration

I, Fahim Reza Choudhury, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Fahim Reza Choudhury

Fahim Reza Choudhury

## Extra-Curricular Activities

- General Member (Communication) at North South University MBA Club (September, 2020 – Till Now)

### Responsibilities

Wrote agendas and notes and sent out automatic notifications for upcoming meetings and documented member database and updates.

- Mentor of Rajshahi University School Debating Club.
- Present member of Volunteer for Bangladesh (VBD)
- Member of Prothom Alo Bondhu Shova in Varendra University;
- I was also a finalist of Inter College Chess Tournament;
- I played Inter School Cricket Tournament;
- I was the member of Business Club in Varendra University;
- I was involved in Business Plan Competition in Varendra University;

## Reference

### 1. Name: Md. Ashraful Haque

**Designation:** Vice President & Head of Branch.

**Location:** 8/C, Sukrabad, Panthapath, Al-Arafah Islami Bank Limited, Dhaka- 1207.

**Relationship:** Uncle

**Email:** [arifru110@yahoo.com](mailto:arifru110@yahoo.com)

**Mobile:** 01833330271

### 2. Name: Kumar Biswazit Saha

**Designation:** Lecturer,  
Dept. of Business Administration,  
Varendra University, Rajshahi.

**Relationship:** Academic

**Mobile:** 01730896064

**Email:** [biswazitmktu@gmail.com](mailto:biswazitmktu@gmail.com)