

Mohammad Raim Razzak

8/2 Paribhagh, Motaleb Tower, Flat 7-C, Shahbhagh, Dhaka.

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Objective

I am a motivated, adaptable and responsible person seeking an entry-level position in professional service which will utilize the organizational and communication skills developed as the years passed by. My reliability, communication skills, responsibility and friendly nature are assets I would bring to the work.

Attainment

Lived my life totally independently and have set my own deadlines and targets and became confident in taking decision of my life while developing my own personality through initiative to become more elegant in professionalism. I gained excellent experience of life by studying in Sacred Heart School which is a boarding school at India. Later on I came back and completed my O level and GED in Bangladesh then I have forward planning to gain vital progressiveness and well-paced delivery, which helped me to develop excellent communication skills as well as developing a good working relationship with others. Now I have become more adaptable to situation and acquired to organize and maintain stability in times of difficulty. Furthermore I have grown a lot not only personally but also professionally.

Education

Bachelor In Fashion Designing and Technology, (2017 – 2021)

1st Semester

Institute: Shanto Mariam University of Creative Technology.

General Education Diploma GED

Institute: American Council on Education

A' Levels

Subjects: Accounting

Institute: Edexcel International.

O' Levels

Subjects: English, Bengali, Math B, Economics, Accounting

Institute: Edexcel International.

Skills

Well organized and able to prioritize work loads	Ability to maintain service excellence
Ability to plan prioritize organize effectively	Ability to work in teams as well as independently
Ability to work under pressure and for long hours	Collaborative approach towards people management and develop
Develop multidisciplinary teams	Decision making capability
Enthusiastic	Excellent negotiation skill
Flexible Delete Button	Good communication skill
Good interpersonal skill	Hardworking
Innovative mindset	Pleasant personality with people management skill
Positive attitude towards challenges	Problem solving ability

Computer Skills

Computer Fundamental & Operating System, MS Word, MS Excel, MS Access, MS Power Point, Internet surf & communication.

Language Skills

English, Bengali (reading, writing and speaking). Hindi, Urdu (Understanding & Speaking)

Interest

Travelling, Reading, exploring new places, watching movies, listening to music, writing songs, singing and dancing.

Personal Details

Father's Name : Mohammad Abdur Razzak
Mother's Name : Nazma Begum
Permanent address :Suttarpara,Dohar,Dohar,Dhaka
Date of Birth : July 23, 1996.
Blood Group : O (+ve)
Sex : Male
Religion : Islam
Marital Status : Single
Passport no : BM0571127
Nationality : Bangladeshi

References:

Salma Begum
Assistant ProcurementManager,
Indirect.
Linde Bangladesh Limited
Contact: 01199815673