

# Reja-E-Rabbi Ahmed

68, Boshundara

Raynagar Rajbari, Sylhet-3100

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Cell: +8801738575900



## Career Objective:

Intend to work in a challenging and competitive environment where a strong sense of responsibility and the place of work provide potential avenues for learning, growing and achieving goals of the educational institution commitment are required, where the dignity of work provides job satisfaction.

## Working Experience:

- 1) Three (3) months **Internship** in National Bank, Sikder Tower Branch, Mirabazar, Sylhet. (05 September to 05 December, 2018)
- 2) Six (6) months worked as **Account Manager** at “The Hanger”-Men’s clothing store, West World Shopping City, Zindabazar, Sylhet. (15 March to 15 September, 2017)

## Academic Qualification:

Exam Title	Subject/Major	Institute	Result	Passing Year
Master of Business Administration (MBA)	Human Resource Management	Metropolitan University, Sylhet	CGPA 3.75	Running 3rd Semester
Bachelor of Business Administration (BBA)	Human Resource Management	Metropolitan University, Sylhet	CGPA 3.76	2018
HSC	Science	Sylhet Govt. College, Sylhet	GPA 3.80	2014
SSC	Science	Shahjalal Jamia Islamia School And College, Sylhet	GPA 4.81	2011

## **Training and Achievements:**

- ✓ 2018: Achieved Certificate on “**Fundamental of Business Expansion**” by U.S. Mission to “ASEAN” (16, July, 2018)
- ✓ 2018: Achieved Certificate on “**Fundamentals of Starting and Running a Business**” by U.S. Mission to “ASEAN” (23, June, 2018)
- ✓ 2018: Achieved Certificate for attending a Workshop on Career development “**Career Hacks**” (5, April, 2018)
- ✓ 2017: Achieved Certificate for attending “**Inter-University Branding Competition**” (5 December, 2017)

## **Leadership Activities and Interest:**

<u>Campus Youth Leader</u>	: <b>Vision 2020 South Asia</b> -Team Sylhet. (9/01/2018 to Present)
<u>Campus Director</u>	: <b>YOUNG</b> -(Creating Tomorrow) - <a href="http://youngbd.org/">http://youngbd.org/</a>
<u>Campus Coordinator</u>	: <b>SERAC</b> (Socio Economic Resilience Advancement Committee) - Bangladesh. (Aug-2018 to Present)
<u>General Member</u>	: <b>Vision 2020 South Asia</b> -Team Sylhet, <b>YOUNG</b> , <b>SERAC-BD</b>
<u>Class Representative</u>	: BBA-35 (B) of Metropolitan University, Sylhet. (2015-2018)
<u>Organizer</u>	: University Batch Program (2015, 2016, 2017, 2018), Winter Cloth Distribution-2017, University Pahela Boishakh Program, Iftar mahfil-2018, Organizer of Batch Futsal-2017.

## **Language and skills:**

Language Proficiency	: Fluent in Bengali, Full working knowledge in English.
Soft skills	: ● Communicate easily. ● Negotiate easily with different kind of people. ● Manage difficult situation.
Proficient in Microsoft Office	: Fluent in ● MS Word ● MS PowerPoint ● MS Excel

### **Personal Details:**

Full Name : Reja-E-Rabbi Ahmed  
Father's Name : Abdul Rakib  
Mother's Name : Nelom Karim  
Present Address : 68, Boshundara, Raynagar, Rajbari, Sylhet-3100  
Permanent Address : Village: Chandai, Poschim para, South Surma, Sylhet-3100  
Date of Birth : 17<sup>th</sup> October, 1995  
Blood Group : O+  
Height : 5`10``  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam

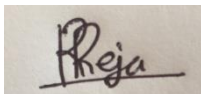
### **References:**

Mr. Md. Saidur Rahaman  
Senior Lecturer,  
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Metropolitan University,  
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Mr. Milfath Nazir  
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### **Certification:**

I, the undersigned certify that, according to my knowledge and belief, this curriculum vitae correctly describes my qualifications and myself.



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**Reja-E-Rabbi Ahmed**