

Curriculum Vitae (CV)

Md. Salim Reza

BBA, MBA

189 Biva Villa, West kafrul, Agorgoan,
Taltola, Dhaka-1207

Mobile: +88-01920154622

E-mail: subdiapara@gmail.com



Career Objective

With my passion and integrity, I am capable to take any challenge at any situation and dedicated to work willingly with different peoples from different ethics. I have strong faith in hard working & integrity. I always want to improve myself and to become a well skilled expert. I always prefer smart challenging jobs. Willing to build up my career through experience, skill and integrity, in where contribution is to be acknowledged.

Special Qualifications

- Good communication and presentation skill
- Good management skill
- Creative and dynamic
- Leadership
- Good team working capabilities
- Quick Learner
- Sincere and Responsibilities
- Search Engine optimization
- Facebook and Google paid campaign

Employment History

Admin

Mak Inno Development LTD

09/2017 - 06/2021

Successfully Managed These Tasks;

- Incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc.)
- Maintaining the company's social media accounts and collecting leads through paid campaign on Google & Facebook.

Academic Qualifications

MBA (Master of business administration)-{Major In Human Resource Management}, 2017

Institute : Bangladesh University, Dhaka.

Result : CGPA 2.87(out of 4.00)

BBA(Bachelor of business administration)-{Major in Human Resource Management}2014

Institute : Bangladesh University, Dhaka.

Result : CGPA 3.01 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Institute : Badarganj College

Group : Humanuties

Grade : GPA-2.70(Out of 5.00)

Board : Jessore

Passing year : 2008

Secondary School Certificate (S.S.C)

Institute : Sarojganj High School.

Group : Humanities

Grade : GPA-3.06(Out of 5.00)

Board : Jessore

Passing year : 2005

Language Proficiency

- English: Professional working proficiency
- Bengali: Full professional proficiency

Special Skills

- I am Highly Skilled in the use of computers and the internet including Ms-Word, Ms-Excel, Ms-Power point & Internet Browsing, Skype, Social Media Marketing, Search Engine Marketing, Video Marketing, Photoshop, Email Marketing & Wordpress.

Interest

- Public relations, Online marketing, Internet browsing, Traveling, Playing cricket

Personal Information

Name : Md. Salim Reza

Father's Name : Aziz Ahmed

Mother's Name : Mst Shumsun Nahar khatun

Permanent Address : Village-Subdia, Post- Dingedha, P.S-Chuadanga, Dist-Chuadanga.

Marital Status : Single

Nationality : Bangladeshi by Birth

Religion : Islam

References

Md. Humayan Kabir
Assistant Professor
Department of Glass & Ceramic Engineering
Rajshahi University of Engineering & Technology
Mobile: +8801722831744

Declaration

I hereby declare and certify that all the information stated above is true and correct to the best of my knowledge and belief.

Date: 06 July, 2022



Md. Salim Reza