



Riaz Uddin Ahmed

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Personal Profile

As a young professional with +4 years of experience in management I have gained a diversified experience and cross-functional expertise in sectors as dynamic as sales, retail, inventory, and social welfare programs. I'm a proactive individual with excellent communication and reasoning skills, learning mindset and a progressive attitude.

Skills & Specialization

- Motivational speaking, guided counseling and training
- Client relations and crisis management (print and electronic media)
- Team management for efficacy and efficiency
- Communicating and negotiating collaboration with agencies and organizations
- Documentation and inventory management
- Reporting and analysis
- Writing and editing articles and official documents
- Social media, online and digital marketing
- Planning and co-ordination of various type of official events
- Promotional work through mass communication, designing, producing and circulating communication/information materials including posters, leaflets, booklets, illustrations, articles etc.

Experience

Knowledge King Child's School

Assistant Teacher *May 2014– December 2017*

Al Insaaf High School

Assistant Teacher *March 2014 – April 2014*

Fatema Ideal School

Assistant Teacher *September 2013 – February 2014*

Level Top IT Solutions

Marketing Executive *February 2012 – August 2013*

Zaff Telecom

Marketing Executive *January 2011 – April 2011*

Stamford High School

Assistant Teacher *January 2010 – December 2010*

Education

Northern University Bangladesh

2018-2019 MBA, major in Marketing, CGPA 3.92/4.00

National University

2013 – 2016 BSS, Second Class

Rifles Public School & College, Dhaka

2004 Higher Secondary Certificate, Science Division, GPA 4.00

Rifles Public School & College, Dhaka

2002 Secondary School Certificate, Science Division, GPA 4.38

Voluntary Work

Quantum Foundation, Shantinagar, Dhaka

Life Long Blood Donor *2004 – Present*

Linguistic Skill Levels

- Bengali – Fluent both verbal and written
- English – Fluent both verbal and written
- Hindi/Urdu – Working knowledge, verbal

Computer Skill Levels

- Microsoft Word – Professional
- Microsoft Excel – Intermediate
- Microsoft Power point – Professional
- Microsoft Access – Intermediate
- Adobe Dreamweaver - Basic
- Internet research and Intel gathering - Professional

Other Experiences

- In 2017 I played as a vice-captain of Knowledge King Child's School Cricket in Sports tournament and also won the championship.

Personal Information

Father's Name – Md. Rias Uddin

Mother's Name – Razia Sultana

Date of Birth – 9th February 1988

Blood Group – A+ve

Nationality – Bangladeshi

National ID – 19882692858518548

Marital Status – Single

Religion – Islam

Reference

- **Md. Azizul Alam**
M. Pham (J.U.)
Senior Executive, Production
Dhaka Unit
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- **Dr. Md. Tawfique Elahi**
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MD-CCM(crs)
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