



ADDRESS

526, Noyatola,
Moghbar, Dhaka-
1217



CAREER OBJECTIVE

I am a result orientated individual with strong understanding of Organizational Development. Also, have acquired proven experience of customer orientated environment, seeking to continue combining academic and work experience to further my knowledge and experience.



SKILLS

Word	<div><div></div></div>
PowerPoint	<div><div></div></div>
Excel	<div><div></div></div>
Collaboration	<div><div></div></div>
Customer service	<div><div></div></div>
Leadership	<div><div></div></div>
Enthusiastic	<div><div></div></div>
Learn Quickly	<div><div></div></div>
Social Media	<div><div></div></div>



LANGUAGES SKILLS

Well conversant on reading, writing, speaking & understanding in English and Bangla.

MD. KHALEKUZZAMAN KHAN

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Education

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Independent University,
Bangladesh.

Human Resource Management
(2013-2018)

HIGHER SECONDARY CERTIFICATE (HSC)

GPA: 4.40

Dhaka Commerce College
Business Studies
(2013)

SECONDARY SCHOOL CERTIFICATE (SSC)

GPA: 4.38

Willes Little Flower School
Business Studies
(2011)



Experience

INTERNSHIP

Radiant property (PVT) LTD.

Human Resource
(June 3, 2018 -
September 3, 2018)
3 Month(s)

RESPONSIBILITIES

- Collecting and recording all the data.
- Receiving third party bills from department, reviewing and reporting the bills.
- Field work on ("welding rod" industry in Bangladesh.)
- Handling the local people for maintaining a good verbal and oral communication.



Training

1. Professional Customer Service (PCS) Under Skills for Employment Investment Program (SEIP)
FIFOTech Institute
03 Month(s)

LEARNED

- Customer Service
- Business Process Outsourcing (BPO) Service
- Office Management
- Public Speaking
- Communication Skills
- Team Environment
- Team Work
- Microsoft Office



SKILL DEVELOPMENT WORK SHOP AND SEMINAR

- Attended various seminars related to **Human Resource (HR)** and **Marketing**.
- Workshop on **CV Writing Organization** by **Business School Society**.
- Participated workshop on “**Presentation Skill**” Which facilitated by English Language Club at **Independent University, Bangladesh**.



CO-CURRICULAR ACTIVITIES

- Got the opportunity to do a survey on **associate’s satisfaction survey** in “**Pan Pacific Sonargaon Hotel**”.
- Received Research Methodology training on rural areas under the **Live in Field Experience ‘LFE-201’** course organized by **IUB**. (Conducting field survey on villages at **Barisal** (2017).



PERSONAL INFORMATION

Father's Name: MD. MANJUR RAHMAN

Mother's Name: SHIRIN AKTER

Date of Birth: June 17, 1994

Gender: Male

Marital Status: Unmarried

Nationality: Bangladeshi

Religion: Islam

Permanent Address: 526 , Noyatola , Moghbazar , Dhaka-1217

Current Location: Dhaka



REFERENCES

Name : Md. Moinuddin Bhuiyan

Organization : Grameenphone Ltd.

Designation : General Manager, Head of Service Design & UX.

Mobile : +8801711-082490

E-Mail : mmbhuiyan@grameenphone.com

Relation : Personal

Name : Shafiquel Alam

Organization : Independent University, Bangladesh.

Designation : Lecturer.

Mobile : +8801733-299042

E-Mail : kshafiq2004@yahoo.com

Relation : Academic