



John Doe

To serve the organization to achieve excellence for the organization and self with total dedication, devotion and dynamism to grow with the organization and enhance my skills and abilities in an innovative way

Contact

- Dhaka Cantonment Board Market, Kachukhet Bazar
Bus Stop, Dhaka-1206
- +8801234567894
- johndoe80@gmail.com
- <https://www.linkedin.com/>

Career Related Experience

Intern

Dhaka Bank Ltd

Oct, 2019 - Dec, 2019

- General Banking
- Fund transfer, RTGS, Pay-order

Data Analyst

Service Engine LTD

Apr, 2022 - Continuing

- Analysis, input, submit
- Display in chart.

Education

2019 - 2022

Master of Business Administration

- University of Rajshahi
- Major in Finance
- Passed

2015 - 2018

Bachelor of Business Administration

- University of Rajshahi
- Major in Finance
- CGPA: 3.29 / 4.00

2013 - 2014

Higher Secondary School Certificate

- Saint Joseph Higher Secondary School
- Science
- GPA: 4.90 / 5.00

2011 - 2012

Secondary School Certificate

- B.A.F. Shaheen College Dhaka
- Science
- GPA: 5.00 / 5.00

Extra Curricular Activities

1. Certified specializations from Coursera.com on following topics:
 - Fintech
 - Corporate Finance
 - Excel in business
 - Investment Management.
2. Certified course on “ Fundamentals of Digital marketing “ from Google Digital Marketing Garage.
3. Participation in Business Case Study Programs.
4. Former member at Rajshahi University Career Club, Rajshahi University Business Club.

Skills

- **Software:** MS Excel, MS Powerpoint, MS Word, E views
- **Online Marketing:** Blogging, SEO, Social Media Marketing

Languages

- **Bangla:** High Efficiency
- **English:** High Efficiency

Interests

- Travelling
- Reading Novels
- Knowing latest news and trends

References

Name: Jane Doe

Designation: SAVP and Manager, ABC BANK LTD

Address: Cumilla Cant. Branch

Phone: +8801755690422

Email: jane_doe@tblbd.com

Name: Michael Clarke

Designation: Major (LPR), AGM and head of CHR and Admin, KBC IDR LTD

Address: Chattogram

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Email: michael_clarke@yahoo.com