

RESUME

NAEEM KHAN



Contact Information

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Address: Panjipohori, Daudpur, Nawabganj,
Dhaka-1322, Bangladesh.

Career Objective

Strong desire to be an efficient where it would be competent to make use of the qualifications and skills through challenges and trigger myself through qualitative and growth oriented performance.

Educational Background

Secondary School Certificate (S.S.C)

- Institute : Daudpur High School
- Board : Dhaka
- Result obtained : GPA-3.77
- Group : Business Studies
- Passing Year : 2017

Higher Secondary School Certificate (H.S.C)

- Institute : Government Dohar Nawabganj College
- Board : Dhaka
- Result obtained : 3.25
- Group : Business Studies
- Passing Year : 2020

Bachelor of Business Administration (B.B.A)

- Institute : Tofazzal Hossain Chowdhuri College
- University : National University
- Subject : Management
- Result obtained : Ongoing (3rd Year)

Languages Skills

| Language | Reading | Writing | Speaking |
|----------|------------|------------|--------------|
| Bangla | Native | Native | Fluently |
| English | Proficient | Proficient | Intermediate |
| Hindi | Basic | Basic | Intermediate |

Computer Skills

- ❖ **Typing Speed:** Bangla & English-30 WPM
- ❖ **Proficient in Microsoft Office**
(Word, Excel, PowerPoint)
- ❖ Adobe Photoshop.
- ❖ Emailing & Internet Browsing.

Working Experience

- ❖ Worked as a **Store Keeper** and **Salesperson** for 2 years, handling stock management, sales, and customer service.
- ❖ Experienced in sales and Billing Counter operations at a **Super Shop** with 1 years of professional experience.

Personal Information

- Name : **Naeem Khan**
- Father's Name : Abdul Karim
- Mother's Name : Nasima Begum
- Date of Birth : 26-04-2001
- Gender : Male
- Nationality : Bangladeshi
- Religion : Islam
- Height : 5 Feet 3 Ince
- Weight : 53 KG
- Blood Group : B+
- Passport No : **A15040265**
- Passport issue Date : 24 Jul 2024
- Passport Expiry Date : 23 Jul 2034
- Marital Status : Unmarried
- Permanent Address : Vill- Panjipohori, P.O- Daudpur
P.S- Nawabganj, Dist- Dhaka-1322.

Other Skill

- Can Communicate and work with an in a group.
- Listen to and help group members.
- Can adapt to different working conditions and environments.
- Can perform under pressure.
- Participated in various seminars and conference.

Declaration

I declare that all the information included here are true to my knowledge. If required and where applicable, this document can be appropriate authentic certificates.

Date:

Naeem

Signature