

**Saqeeb Rahman**

301, Shamoli, Dhaka,

E-mail: saqeebworld@msn.com

Phone: 01672-697606

**OBJECTIVE**: Ambitious, energetic student seeking an opportunity to enhance my skills and academic knowledge through valuable work experience.

**EDUCATION:**

**Masters of Business Administration (MBA)**

American International University-Bangladesh (AIUB), Dhaka

Major- Marketing

CGPA- 3.30 (scale of 4)

Expected year- 2015

**Bachelor of Business Administration (BBA) (2014)**

American International University-Bangladesh (AIUB), Dhaka

CGPA- 3.44 (scale of 4)

Major- Human Resource Management

**HSC (2010)**

Mohammadpur Preparatory Higher Secondary Boys' School

 Business Studies

 GPA- 3.30

**SSC (2008)**

Mohammadpur Preparatory Higher Secondary Boys' School

 Science Studies

 GPA- 4.25

**WORK EXPERIENCE:**

* Working as an Executive, Sales & Marketing at Asian Holidays,

 (1st October, 2014 to 30th September, 2015)

* Responsibilities: Client Service, Advertising & Promotion, Corporate Marketing, Market Research, Marketing, Relationship Management, Sales, Tele Marketing,
* Worked as an Intern of HR at Summit group of Summit power Ltd, (19th Jan to 17th Apr) Year: 2014
* Responsibilities: Employee Database, Management System, Performance Appraisal Process, Employee Recruitment Process, Applicant’s Database Management,

**ACHIEVEMENTS:**

* Winner of AIUB Marketing Genius (Certificate of Recognition),

(A competition for developing innovative business ideas),

**COMMUNICATION SKILLS:**

* Proficient in writing and editing reports,
* Experience in giving multimedia presentations,
* Proficient in oral and written communications,

 (Bangla and English)

**SELF ASSESSMENT:**

I have the capacity to work under stress and deadlines. Possess effective leadership abilities.

**PERSONAL INFORMATION:**

Father : LatifurRahman

Mother : Bulbul Akter

Permanent Address : 301, Shamoli, Dhaka,

Date of Birth : October 22, 1992

Nationality : Bangladeshi

**REFERENCE:**

**Atikul Husain Khan Mohammad MostofaJaman**

FORMER DIRECTOR GENERAL Senior Lecturer

BANGLADESH RAILWAY Department of Management & HRM

301, Shamoli, Dhaka Faculty of Business Administration

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