

Resume Of *Asif Mahmud*



MAILING ADDRESS

House# 28, Road# 09, Merul Badda, Dhaka-1212.
Contact: 01622-184175, E-mail: bdasif71@gmail.com

CAREER OBJECTIVE

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

ACADEMIC RECORDS

Bachelor Of Business Administration (BBA):

Name of Institution : Govt. Titumir College
University : Dhaka University
Major : **Management**
Result : 3.12 (Out of 4)
Passing Year : 2022

Higher Secondary Certificate (HSC):

Name of Institution : Chandpur Govt. College
Group : **Business Studies**
Board : Comilla
Result : 3.92 (Out of 5)
Passing Year : 2018

Secondary School Certificate (SSC):

Name of Institution : Charbongshi Joynalia High School
Group : **Business Studies**
Board : Comilla
Result : 4.50 (Out of 5)
Passing Year : 2016

COMPUTER SKILLS

Have Knowledge on Computer Fundamental Courses (Microsoft Office Application)

PERSONAL DETAILS

Full Name	:	Asif Mahmud
Father's Name	:	Altaf Mahmud
Mother's Name	:	Khadiza Begum
Date of birth	:	19 th December, 1999
NID Number	:	9154359377
Marital Status	:	Single
Religion	:	Islam
Citizenship	:	Bangladeshi by birth
Gender	:	Male
Height	:	5 Feet 10 Inch.
Permanent Address	:	Village: Charbongshi, PO: Charbongshi-3713, Upazilla: Raipur, District: Laxmipur
Present Address	:	House# 28, Road# 09, Merul Badda, Dhaka-1212

JOB CAPABILITIES

- ✓ Strong motivation and commitment for work.
- ✓ Ability to cope with any people & environment.
- ✓ Valuable part of good team.
- ✓ Maintaining good relationship with the client and relevant work.
- ✓ Ability to adopt myself in any type of administrative work.

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
English	High	High	Medium
Bengali	Native	Native	Native

EXPERIENCE

- ❖ **Executive Inbound Specialist**, Pandamart (Foodpanda), Convention Centre Moghbazar Hub. (1 year experience from January 2022 to December 2022)
- ❖ **Sales Representative**, Anannya Publication, Banglabazar.

Referance:

- ❖ **Shahidur Rahman**
Senior Officer, Business Operation
Yuable, Uttara, Dhaka-1230

Asif Mahmud

Signature