



CONTACT



Present Address: Block: C, Road No: 07,
House No: 32, Mirpur-12, Dhaka.



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CAREER OBJECTIVE

To create value in every phase of life. I want to work in an organization where dynamism, spirit & innovation will be highly encouraged. I want to add value to myself & my organization as well as ultimate betterment of the society in my working time.

CAREER SUMMARY

I would describe myself as a very determined and highly motivated person. I am a very simple, good fearing, caring, understanding, trustworthy and kind hearted human being. I do take my job seriously but I am able to see things in perspective and believe I am quite easy-going to work with. I am an optimist rather than a pessimist but I am also a realist and I cope well when the going gets tough I am very good at finding solutions to problems.

PERSONAL DETAILS

Name : MD. RAZIB
Father's Name : MD. TETU MIYA
Mother's Name: MST. REJIYA BEGUM
Date of Birth : October 12, 2000
Gender : Male
Marital Status : Un-married
Nationality : Bangladeshi
National Id No : 7365446900
Religion : Islam
Height : 5'8''
Weight : 68 Kg
Blood Group : B+(ve)
Permanent Address: Vill: Saroil, P.O: Rajabari Hat,
P.S: Godagari, District: Rajshahi

EDUCATION

Eastern University
(EU), Dhaka

B.Sc- 2019-2020

Major: B.Sc in CSE

Result: Running

Rajshahi Govt. City
College, Rajshahi

HSC-2018

Major: Science

Result: GPA- 3.83 (Out of 5.00)

Rajabari Hat High
School, Rajshahi

SSC-2016

Major: Science

Result: GPA- 5.00 (Out of 5.00)

EMPLOYMENT

RESPONSIBILITIES

- Welcome and ensure guests receive personalized service and attention.
- Provide detailed information on Product and accurate orders maximizing sales.
- Monitor guest experience and ensure consistent highest standard service at all times.
- Adhere to Company's daily "opening" and "closing" procedures.
- Properly stock and maintain cleanliness in assigned areas during each shift.
- Ensure the accurate collection of payment for all served products and sold merchandise.
- Assist others with special projects as needed

HOBBIES

- Photography, Traveling, reading the Quran, Indoor Gardening, mixing with people, & expect for advancement etc

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking	Listening
Bengali	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good

TRAINING SUMMARY

Training Title	Topic	Institute	Location	Year	Duration
Certificate in Computer Application	Computer Application Course	Computer Training Institute	Rajshahi	2018	6 Month

EXTRA-CURRICULAR ACTIVITIES

- Basic Computer Knowledge, Graphic Design, Digital Marketing
- Adept at using MS Office, MS Word, MS Excel, photoshop & Data Entry Arranged different cultural and voluntary programs.



Fields of Specialization

- Cash payment.
Monthly report, audit & Other Responsibility
- Maintaining all of VAT related work & audit.
Expert user of Microsoft Office.
- Have Depth knowledge in internet & e-mail applications.

WORK EXPERIENCE

Company Name: Sundarban Courier Service (Pvt.) Ltd
Designation: Call Center and Social Media Support
Duration: 2 Year

Company Name: Shwapno Super Shop
Designation: Customer Relationship Manager
Duration: 2 Year

Company name: Fashion House (E-commerce)
Designation: Call Center Executive
Duration: 06 Months

Company Name: Ornament Craze
Designation: Call Center Executive
Duration: 04 Months



SKILL

- Time management
- Leadership
- Teamwork
- Communication
- Flexibility
- Respect
- Accountability
- Problem-solving

DECLARATION

I hereby declare that all the above mentioned information given by me is true and correct to the best of my knowledge and belief.