

---

## Fahim Malek

**Contact** : 01865490866  
**E-mail** : fahimmalek19@gmail.com  
**LinkedIn** : www.linkedin.com/in/fahim-malek  
**Address** : 51, Darogahat by Lane, East Madarbari, Chittagong.



### Career Objective

---

To work with renowned organization where I can utilize my knowledge, experience and skills to provide effective support to the executives and contribute the overall success of the organization.

### Experience

---

#### Executive Training & Demonstration

*Alchemy Software Limited* (October, 2020 - Present)

- Demonstrate products in order to persuade customers to purchase products.
- Prepare custom cost-benefit analyses, offer letter, and send follow-up material to clients.
- Provide software training to new clients and bring letter of recommendation after successful completion of training.

#### Leadership Facilitator

*Bangladesh Youth Leadership Center (BYLC)* (October, 2018 - March, 2019)

- Supervised 5 small group case consultation sessions.
- Managed a team of 10 students to execute their project.
- Gained concrete experience in effective teamwork, project management and community service.

### Education

---

*Master of Business Administration (MBA)*

Premier University Chittagong (February, 2021- Present)  
Major: Finance

*Bachelor of Business Administration (BBA)*

Premier University Chittagong (February, 2016- June, 2020)  
Major: Finance  
CGPA: 2.98 (out of 4)

*Higher Secondary Certificate (HSC)*

Islamiya University College (2013-2015)  
Business Studies (Chittagong Board)  
GPA: 4.25

*Secondary School Certificate (SSC)*

Chittagong Municipal Model High School (2008-2013)  
Business Studies (Chittagong Board)  
GPA: 3.88

---

## Trainings Profile

---

### *Amra Notun – A Changemakers' Network*

(November, 2020- March, 2021)

Amra Notun Network (ANN)—an initiative of **BRAC**'s Social Innovation Lab (SIL).

- Effectively completed month long training, community project and regional event.
- Gathered knowledge on project management, financial literacy and essential 21st century skills.

### *Building Bridges Through Leadership Training (BBLT)*

(June, 2018- August, 2018)

- Executed 17 days long project on “Women Empowerment” and raised 5,000 taka for the project.
- Conducted 8 sessions and workshops on various social awareness issues.

### *Spoken English*

- Achieved standard result in 3 months long Spoken English course at Executive's Care.

## Co-Curricular Activities

---

### *Institute Representative*

Volunteer for Bangladesh

(February, 2018- December, 2018)

- Led team of 10 volunteers that raised 3,500 takas for charity event “Winter Drive”.
- Arranged 2 campus campaign to promote organization's event.

### *Associate Member*

Team Chittagong

(June, 2017- May, 2018)

- Satisfactorily completed 10 skills development-based training and workshop facilitated by leading industrial leaders.
- Conceptualized and designed online campaign on “Traffic Awareness”.

## Skills

---

Proficient in Microsoft office suite (Word, excel and PowerPoint), Google Suite, Anchoring.

## Personal Details

---

|                          |  |
|--------------------------|--|
| <b>Father's Name</b>     | : M. A Malek   |
| <b>Mother's Name</b>     | : Rojina Akter                                       |
| <b>Date of Birth</b>     | : 19 November, 1996                                  |
| <b>NID Number</b>        | : 1952642740   |
| <b>Permanent Address</b> | : 51, Darogahat by lane, East Madarbari, Chittagong. |

## Reference

---

### **Mr. Rajib Datta**

Assistant Professor  
Finance Discipline  
Premier University Chittagong  
Mobile: +8801819895389

### **Ms. Fatema Afreen**

Lecturer  
Finance Discipline  
Premier University Chittagong  
E-mail: fatemaafreen55@gmail.com