
Fahim Malek

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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

Father's Name : M. A Malek
Mother's Name : Rojina Akter
Date of Birth : 19 November, 1996
NID Number : 1952642740
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Reference

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