



SYED MOHAMMAD NASIR UDDIN

PROFILE

Post graduated in Business who has a strong attention to the subject's skill. A quick learner; emphasizes mostly on the basics and then explore those in multiple ways. Very good at handling IT equipment's. Engaged with various volunteering activities in the academic arena.

CONTACT DETAILS

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Boshundhara Abashik, Halishahar,
Chattogram.

PROFESSIONAL QUALIFICATIONS

- Negotiation skill.
- MS office packages, E-mail writing, professional letter writing.
- Team Player and tends to win in a team.
- Very good organizing ability.
- Sound communicator in multiple languages.

REFERENCE

Md. Abdus Sattar
Forest Department, Chattogram
Office Stuff
Contact no. +8801712633476

PROFESSIONAL CAREER

Accounts Officer

A J International Ltd. | October 2020- August 2021

- Keeping and interpreting financial records.
- Ensuring the accuracy of the financial documents, as well as their compliance with the laws and regulations.
- Preparing and maintaining important financial reports.
- Evaluating financial operations to recommend best practices identify issues and strategies solutions to run organization efficiently.

Executive Officer, Sales & Marketing

Amarbazar Ltd. | March 2020- September 2020

- Organized Sales visits to the assigned area. Set a booth and lead a team of promoters in a particular area to increase brand awareness among the people.
- Worked along with the stakeholders and maintained the channel in order to branding the company's products and services.
- Collected and organized data for future planning and development.
- Liaised with the lawyers and other regulatory authorities for legal purposes.

ACADEMIC BACKGROUND

Premier University

Human Resource Management | August 2019- Dec 2020

Post Graduated with Distinction | CGPA: 3.52 (out of 4.00)
Thesis covered : Human Resources practices in readymade garments sectors in Bangladesh.
Conducted Industrial tour to UNIVOUGE GARMENTS for gaining practical knowledge about HR practices.

VOLUNTEERING & EXTRA CURRICULAR ACTIVITIES

- Active member of Lions Club Chittagong.
- Arranged and Planned for the Jubilee Program of Forest Colony, Agrabad, Chattogram.
- Created and led a blood donation campaign in local community.
- Captained university cricket team in the Inter- university competitions.