

Adnan Abdur Razzaque

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Career Objective

To secure a responsible career opportunity to fully utilize my training and skills, while making a substantial contribution to the success of the company.

Professional Experience

- **Associate, Data Processing Department at Quantanite (Former Taskeater), Bangladesh.**
From 4th July, 2018 to Present.
Basic Responsibilities: Handling and providing constructive feedback to clients, updating financial database, strategic planning, give training to the new team members.
Company Address: 9th Floor, CRP Building, Bhashantek Road, Mirpur-14, Dhaka 1216.
- **Assistant, Ocean Export Department at Expeditors (Bangladesh) Limited.**
From 10th May 2016 to 1st December, 2016 (For a Project).
Basic Responsibilities: Communicating with importers and exporters regarding shipments. Processing shipment orders, Making invoices and Bill of Ladings.
Company Address: 25, Gulshan Avenue, Dhaka 1212, Bangladesh.

Education

- **Masters of Business Administration (MBA), April, 2020**
Major: Human Resource Management
Department of Management, Faculty of Business Studies
University of Dhaka.
CGPA: 3.40 (Out of 4.00).
- **Bachelor of Business Administration (BBA), 2015**
Major: Finance, Minor: Marketing
BRAC University
CGPA: 3.33 (Out of 4.00)
- **Higher Secondary School Certificate (HSC), 2011**
Group: Business Studies
Dhaka Commerce College
GPA: 5.00 (Out of 5.00)
- **Secondary School Certificate (SSC), 2009**
Group: Business Studies
Monipur High School
GPA: 4.75 (Out of 5.00)

Skills

- **Computer:** Is reasonably proficient in hardware and computer maintenance; well versed in using the Microsoft Windows operating system, Microsoft Office applications, video editing software, SPSS and Adobe Photoshop.
- **Language(s): Bengali:** Excellent proficiency.
English: Full working proficiency.
German: Start Deutsch 1 (A-1) Completed.

Honors and Awards

1. **Dean's Certificate** in BRAC University (Fall' 2014); for getting a **GPA of 3.75**.
2. **Vice Chancellor's Certificate** in BRAC University (Spring' 2012); for getting a **GPA of 3.90**.

Co-Curricular Activities

- Director at Business and Economic Forum (BEF), BRAC University.
- Secretary at BRAC University Natural Sciences Club.
- Ambassador and Volunteer of Finding Bangladesh.

Personal Attributes

- Strong presentation and communication skills.
- Excellent interpersonal skills, leadership skills, team working temperament, good time-management skills and ability to work under pressure.
- Hardworking, dedicated and punctual.
- Strong personal morals and ethics to ensure honesty and transparency at all times.

Interests

Love to read books, follow money markets, watch advertisements, listen to music, play the guitar and games.

References

1. **Dr. Mohammed Tareque Aziz, Ph.D.**
Head
Department of Business Administration
University of Asia Pacific
(Former Associate Professor of BRAC University)
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2. **Mir Rashed Sohel**
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