



Md Riaz Uddin

Aman Bazar, Hathazari, Chittagong
Mobile: 01690103942 | Email: mdriazz900@gmail.com

Career Objective

To obtain an office-based position at Argon where I can apply my business management knowledge, communication skills, and computer proficiency to contribute to the organization's success and growth.

Educational Background

Degree	Year	Institution	GPA
Bachelor (BBA - Business Management) Running (3rd Year)		National University	-
Diploma (Business Management) Running (4th/5th Semester)		AIMS Academy	-
HSC	2021	KULGAON City Corporation College	3.58
SSC	2019	BCSIR Laboratory High School	3.56

Computer & Technical Skills

- Proficient in Microsoft Word and Excel
- Skilled in internet browsing and online communication
- Experienced in data entry and report preparation
- Knowledge of business and administrative tasks
- Excellent teamwork and time management skills

Personal Information

- Father's Name: Md Golam Robbani
- Mother's Name: Jasmin Akter
- Date of Birth: 02 December 2003
- Nationality: Bangladeshi
- Religion: Islam
- Marital Status: Unmarried
- Languages: Bangla and English

Declaration

I hereby declare that all the information provided above is true and complete to the best of my knowledge and belief.

Signature

Date: _____