

# Arefin Rahman Rafi



+8801689607726

arifinrafi36@gmail.com

House 65, Road 1, Block A, Bashundhara R/A, Dhaka.

## CAREER

A BBA graduate who is seeking to find the opportunity to work in a challenging working environment to improve my skills and develop my career.

## EXPERIENCE

### Internship at National Credit & Commerce Bank Ltd in the

Loans & Advance department.

- ✓ Remittance money distribution to the customers.
- ✓ Providing solution to customer queries.
- ✓ Opening customer's account.
- ✓ Help my supervisor in managing database.

- ✂ Organizer of AIUB HR Fest "HR for Today & Tomorrow"
- ✂ Participated in AIUB Marketing Fest and MIS Poster Competition.
- ✂ Freelancer at "Freelancer.com" & "Fiver"
  - ✓ I have made so many logos for my clients and 10 Poster/banner for clients.
- ✂ Admin of an online fashion store "Le Stylista"
- ✂ Senior Executive Member- Shining Bangla Foundation 2017.

## Professional

- ✂ Completed graphics designing course from UY Lab.
- ✂ Completed Spoken & Communication English Course in from British Council Bangladesh

## Referenc

### MD. Masud Bin Karim Akhond

First Assistant Vice President & Relationship Manager

Transaction Banking Division

Prime Bank Ltd.

Contact: +8801711832054

## EDUCATION

### Present

### Master of Business Administration (MBA)

American International University Bangladesh

Current CGPA: 3.63

Year-2018

### Bachelor of Business Administration (BBA)

American International University Bangladesh

CGPA: 3.39

Year-2014

### Higher Secondary Certificate (HSC)

Cambrian College-Major: Business Studies

GPA: 4.30/5

## Skills &

### Software skills

- Microsoft Word ●●●●●
- Microsoft PowerPoint ●●●●●
- Microsoft Excel ●●●○○
- Adobe Photo Shop ●●●○○
- Adobe Illustrator ●●●●○

### Personal Skills

- Communication Skill ●●●●○
- Analytical skill ●●●●○
- Team Player ●●●●○
- Able to work individually ●●●●○