

MD. MASUD RANA

Dhaka-1100, Bangladesh, masudrm50@gmail.com
+880 1308 202656, <https://linkedin.com/in/masudrana7>, <https://masudrana.live>

Results-driven Management Studies graduate (HR major) with leadership experience in brand representation and organizational activities. Strong ability to lead teams, coordinate events, and manage documentation. Skilled in Excel, Power BI, and SPSS, with a passion for talent management, employee engagement, and organizational development.

EDUCATION

Jagannath University, Dhaka | Bachelor of Business Administration (BBA)

Dec 2024 | CGPA: 3.60/4.00

Major: Management Studies

Rajshahi College, Rajshahi | Higher Secondary Certificate (HSC)

Dec 2020 | GPA: 5.00/5.00

Concentration: Business Studies

Al Helal Islami Academy & College, Sapahar | Secondary School Certificate (SSC)

Dec 2018 | GPA: 5.00/5.00

Concentration: Science

SKILLS

- **Data Analysis:** Power BI, IBM SPSS, Advanced Excel Formulas, Pivot Tables, Data Visualization
- **Productivity Tools:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Workspace
- **Design & Content Creation:** Adobe Photoshop, Canva, Wondershare Filmora
- **Digital Marketing:** Search Engine Optimization (SEO), Meta Ads, Blogging, WordPress
- **Web Development:** HTML, CSS, JavaScript, Android Studio, Unity, GitHub

WORK EXPERIENCE

Interactive Care | Dhaka | Brand Representative | 2023 - 2024

- Executed marketing campaigns aligned with company goals
- Led a 10-member team, achieving 20% increase in sales & engagement

Freelance Graphic Designer | Fiverr | 2023 - Present

- Delivered 30+ projects (presentations, flyers, business cards, thumbnails)
- Built expertise in visual communication & client management

LEADERSHIP AND ACTIVITIES

- **Bangladesh National Cadet Corps (BNCC):** Cadet, demonstrating exceptional discipline, teamwork, and leadership.
- **Management Club:** Associate Executive, contributing to strategic event planning and execution.
- **Career Club:** Creative Design and Documentation Head, leading visual content creation and efficient documentation processes.
- **Industrial Visit:** PRAN-RFL Industrial Park – Gained insights into FMCG manufacturing, packaging, and logistics operations.

CERTIFICATIONS

- **Google Project Management** | Coursera | 25 August, 2025
- **HRCI Human Resource Associate** | Coursera | 10 September, 2025
- **Unilever Supply Chain Data Analyst** | Coursera | 7 September, 2025

LANGUAGES

- **Bengali:** Native
- **English:** Fluent
- **Hindi:** Basic Conversational
- **Arabic:** Reading Proficiency