

NAZVEE ZAMAN

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OBJECTIVE	To secure a challenging entry-level position in management.	
EDUCATION	Bachelor of Science in Business Administration . Major: Management , Bloomsburg University, Bloomsburg, PA	
COMPUTER AND RELATED SKILLS	Application Software: Microsoft Windows 95/98/2000 Microsoft Office Suite: Word, Excel, Access, and PowerPoint), Countries Traveled: Europe, South Asia and South East Asia Languages: Fluent in speaking English, Bengali, Hindi and Urdu	
RELATED COURSES	Managerial Communications International Management Labor Relations	Human Resource Management Business and Society Interpersonal Communication
EMPLOYMENT HISTORY	NEXANT INC. - Washington, DC <i>April 2003 – Current</i> Consultant: Provide administrative, organization and research services as directed by the technical staff. Also review and prepare multiple documents for business development purposes in the areas of energy, environment and water. Provide assistance in organizing subcontracting documents, preparing requisitions in accordance with requirements of USAID, World Bank and ADB contracts. Assist Nexant's Project Managers, and serve as a liaison between the field and Company Contract's personnel.	
	DAWN- Bloomsburg University, PA <i>Spring 2002 – Summer 2002</i> Statistician	
	ORIENTATION WORKSHOP LEADERSHIP- Bloomsburg, PA <i>Summer 2001</i> Orientation Leader: Orienting freshman, transfer students and parents with the university environment, rules and regulations.	
	STANDARD CHARTERED GRIND LAYS BANK- Bangladesh <i>Aug 2000 - Dec2000</i> Customer Service: Assisted supervisor in opening new accounts and customer related problems.	
	INTERNATIONAL EDUCATION CENTER - Bangladesh <i>Jan 1999 - June 1999</i> Teacher's Assistant: Taught kindergarten children	
ACTIVITIES AND HONORS	Bloomsburg University International Students Association. Bloomsburg University Bangladesh Association. Bloomsburg University Management Club Taylors College International Students Council Taylors College Public Relations and Coordinator of College Prom	
REFERENCES	Available upon request	