**Resume**

**MD.** ........................................

Image

Cell: ........................................

***Mailing Address:***

C/O. ........................................

Vill: ..........., Post: .....................

P.S: .................., Dist: .....................

**Career Objective**

To enter in a well reputed organization in suitable position having the intention to work with honesty, sincerity and to learn, grow and eventually take greater responsibilities and to face the challenges of the time and to gain experience & skill for a successful career.

**Academic Certification**

|  |
| --- |
| **Diploma in Engineering: (4 years)** |

Institute : ........................................

Department : ........................................

Passing Year : ........................................

Result : ........................................

Name of Board : ........................................

|  |
| --- |
| **Secondary School Certificate (S.S.C):** |

Institute : ........................................

Group/Trade : ........................................

Passing Year : ........................................

Result : ........................................

Board : ........................................

**Computer Skill**

Poses Proficient skills in internet browsing E-mail operation & data searching

Courses : MS Word, MS Excel, MS Access, M S PowerPoint & Internet Browsing.

Duration : Six (6) Months

**Job Experience**

* I have 1 year work as a ........................................ ........................................
* I have 1 year work as a ........................................in Dhaka.
* I have 1 year work as ........................................

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**Language**

* **Bengali:** Excellent in Listening, Reading, Writing & Speaking.
* **English:** Moderate in Listening, Reading, Writing & Speaking.

**Industrial Training**

* I have 3 months training ........................................
* **A**........................................
* A.........................................
* T........................................

**Personal Details**

**Name :** ........................................

Father’s Name **:** ........................................

Mother’s Name **:** ........................................

**Permanent Address :** Vill.: ......................., P.O.: ........................................

Post Code: .................P.S.: ..................., Dist: .................................

**Present Address** **:** Vill.: ......................., P.O.: ........................................

Post Code: .................P.S.: ..................., Dist: .................................

Date of Birth **:** .................................

Marital status **:** .................................

Gender **:** .................................

Blood Group **:** .................................

Nationality **:** .................................

Religion **:** .................................

National ID No **:** .................................

**Declaration**

I do hereby declare the information presented above is true to the extent of my knowledge. If required & where applicable these documents can be supported by appropriate authentic papers.

Signature: ………………… Date: ………………….

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