**RESUME**

## OF

**MD. ................/......**

Image

| **Mailing Address:**  Md.  Vill: ..............., Post: .....................  Upazilla: ............. Dist: .................  Phone: |  |
| --- | --- |

#### CAREER OBJECTIVES `

To achieve high degree of professional excellence by putting continuous efforts and exerting knowledge and skills which will ultimately contribute to the achievement of personal and organizational goals?

#### PERSONAL DETAILS

| Name | : | Md. ..................... |
| --- | --- | --- |
| Father’s Name | : | Md. ............... |
| Mother’s Name | : | Mst. ........................ |
| Present Address | : | Vill: ............, Post: ..................,  Upazilla: ..............., Dist: ................... |
| Permanent Address |  | Vill: .............., Post:....................,  Upazilla: ................, Dist: ................. |
| Date of Birth | : | 15 ................ |
| Martial Status | : | ............. |
| Religion | : | Islam. |
| Nationality | : | Bangladeshi (by born). |
| National ID No | : | ............ |
| Home District | : | ............................. |
|  |  |  |

#### STRENGTH

1. Communicative, friendly, positive thanking attitude & willing to serve dedicatedly

2. Readiness to work with a stress worthy environment.

3. Handle high pressure situation and deadlines.

4. Sharp sense of social responsibility.

5. Dynamic, extrovert, and resourceful.

#### LANGUAGE AND COMMUNICATION EFFICIENCY

Good command over reading, writing, listening and speaking in both English & Bengali.

#### EDUCATIONAL QUALIFICATION

***Bachelor of Business Administration (B.B.A.)***

| Institution | : | ............................. |
| --- | --- | --- |
|  Group | : | ......................... |
|  Session | : | ........................ |
|  Academic session | : | .................. |
| Board | : | ..................... |

***Higher Secondary Certificate (HSC)***

| Institution | : | ......................................... |
| --- | --- | --- |
|  Group | : | ........................................ |
| Year of Passing | : | ........................................ |
| Result | : | ........................................ |
| Board | : | ........................................ |

***Dakhil***

| Institution | : | ........................................ |
| --- | --- | --- |
|  Group | : | ........................................ |
| Year of Passing | : | ........................................ |
| Result | : | ........................................ |
| Board | : | ........................................ |
|  |  |  |

| **COMPUTER LITERACY:** |
| --- |

* MS Word, MS Excel, MS Power point & Internet Browsing.

**Declaration of Authenticity**

I declare hereby that all information I have presented so far are true to my knowledge. If required and where applicable, this document can be supported by authentic certificates\papers.

Signature:………………………

Date……12/08/2022