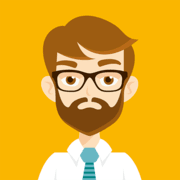
***Curriculum Vitae***

**YOUR NAME HERE, Nickname**

Your Full Address Here

Phone: 01xxxxxxxxx, 01xxxxxxxxxx

E-mail: xxxxxxxx@xxxxx.com

***Career Objective***

To contribute in an organization where I can utilize my knowledge, Skills and abilities to add Value to that organization, and explore my potentials. I strongly believe that excellent performance and commitment need proper guidance and leadership.

**Education Qualification**

* **Bachelor of Business Administration** from Abc College, National University, Major: Management, Passing year: 2018, C.G.P.A: 3.05 (1st Class).
* **Higher Secondary Certificate** from Abc College, Chittagong Board, Group: Business Studies, Passing year: 2013, G.P.A: 4.40 (Out of 5).
* **Secondary School Certificate** from Abc High School, Chittagong Board, Group: Business Studies, Passing year: 2011 G.P.A: 4.88 (Out of 5).

**Computer Skill**

* Basic Office Management: (MS Word, MS Excel, MS Power Point)
* Internet Browsing.

**Language Skill**

* Mother tongue Bengali.
* Proficiency in reading, Writing and Speaking in English (IELTS Score:7)
* Fluent in Bengali, English & Hindi.

**Personal Information**

Father’s Name : xxxxxxxxxxxx

Mother’s Name : xxxxxxxxxxxx

Permanent Address : Your permanent address here

Nationality : Bangladeshi (By birth)

Religion : Hindu / Islam / Christianity

Date of Birth : 01/09/1993

NID : xxxxxxxxxxxxx

Marital Status : Single / Married

Gender : Male / Female

**Strengths**

* Work with positive attitude to contribute the healthy functioning of the organization.
* Self-Confident and Great Patience.
* Analyzing every angle of a project before working on it.
* Willingness to Learn.
* Adaptability to change environment.

**References**

|  |  |
| --- | --- |
| **xxxxxxxxxxxxxxx**  Department  Company  Cell: +8801xxxxxxxx | **xxxxxxxxxxxxxxx**  Department  Company  Cell: +8801xxxxxxxx |

**Signature ...................................**

**Date :**