**Resume**

**of**

**Your Full Name Here**

Write your full address here.

Mobile: +8801XXXXXXXXX

**Email: xxxxxx@xxxx.com**

|  |  |  |
| --- | --- | --- |
| **Summary**  **Work experience**  **Academic Qualification**  **Personal INFormation**  **language proficiency**  **My Hobby**  **reference** | |  | | --- | | I would like to develop a career in any sector through maximum utilization of my merit, creativity and enthusiasm which will helps me to achieve professional advancement. |   Name of the Organization : **IFIC Bank Limited**  Website : **www.ificbank.com.bd**  Designation : **Sales Executive**  Address : xxxxxxxxxxxxxx  Duration : 31st July 2014 to 15th May 2016  Name of the Organization : **IDLC Finance Limited**  Website : **www.idlc.com**  Designation : **Sales Executive**  Department : Marketing& Sales.  Address : xxxxxxxxxxxxxx  Duration : 16th September 2013 to 24th July 2014  Name of the Organization : **Abdul Monem Limited**  Website : **www.cocacola.com**  Designation : **Distribution Officer Executive**  Department : Distribution.  Address : xxxxxxxxxxxx  Duration : 14th September 2017 to 5th March 2018  **Bachelor of Business Administration (BBA)**  Abc University - Bangladesh  **Major:** Marketing.  **Passing Year:** 2011  **CGPA**: 2.77 (out of 4.00)  **Higher Secondary Certificate (H.S.C.)** 2006  Abc Collage, Habiganj  **GPA:** 2.90 (out of 5.00)  **Secondary School Certificate (S.S.C.)** 2004  Abc High School, Habiganj  **GPA**: 3.81 (out of 5.00)  **Full Name :** xxxxxxxxxxxxxxxx  **Father’s Name :** xxxxxxxxxxxxxxxx  **Mother’s Name :** xxxxxxxxxxxxxxxx  **Date of Birth :**10t***h*** January, 1989  **National ID :** xxxxxxxxxxxxxxxx  **Driving Licence no** **:** xxxxxxxxxxxxxxxx  **Nationality :** Bangladeshi  **Religion :** Hindu/Islam  **Blood Group :** B (+)  **Permanent Address : xxxxxxxxxxxxxxxx**  Bangla : Strong Communication Skill.  English : Strong Communication Skill.    Travelling, Reading, Photography, Playing Games, Introduce with different types of people.  **XXXXXXXXXXXXXXXXXX**  Designation  Department  Company  Call No- xxxx-xxxxxxxx.  E-mail: xxxxxxxxxx@xxxxx.com  **XXXXXXXXXXXXXXXXXX**  Designation  Department  Company  Call No- xxxx-xxxxxxxx.  E-mail: xxxxxxxxxx@xxxxx.com |

**DECLARATION:**

I hereby declare that the above details are fully true to the best of my knowledge and belief.

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Signature

Date :