**CURRICULAM VITAE**

**OF**

**Md. ..................**

Contact No: .......................

**CAREER INFORMATION:**

**Objective:**

Pass though a challenging and rewarding career in a dynamic and esteemed organization where good and friendly environment is provided to world spontaneously that to be skilled.

**KEY STRENGTH:**

* Ability to learn new process, quickly.
* Self-motivated young energetic and understand the importance of detailed professional quality and deadline.
* Punctuality, dedication and honest are distinctions of mine.
* Capability of motivating people and working.
* Ability to work in teams and maintain effective communication.
* Open minded in adapting to new and challenging situations.

**COMPUTER LITERACY:**

* Highly efficient in Application Software like. **MS** **Word, MS Excel, MS power point** and Operating software like **Windows 7, 8, & Windows 10**.
* Very comfortable with Internet & web surfing.
* Completed office Application course from ***The Right Click Computer Training Centre, Rajshahi-6201***

**INTEREST:**

* To do voluntary works for society.
* To interact with people of different cultures.
* To enjoy reading novel.
* To watch games like cricket & football.

**ACADEMIC QUALFICATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exam Title | Group/Subject | Institute Name | Board | Result | Year |
| **S.S.C** |  |  |  |  |  |
| **H.S.C** |  |  |  |  |  |
| **B.S.S (Hon’s)** |  |  |  |  |  |

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**LANGUAGE PROFICIENCY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Reading** | **Writing** |
| 1. **Bengali** | High | High | High |
| 2. **English** | Normal | Normal | Normal |

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Name | : |  |
| Father’s name | : |  |
| Mother’s name | : |  |
| Present address | : |  |
|  |  |  |
| Permanent address | : |  |
|  |  |  |
| Blood group | : |  |
| Height | : |  |
| Date of birth | : |  |
| Nationality | : |  |
| Marital status | : |  |
| Religion | : |  |
| Home phone | : |  |

**HOBBY:**

* Reading Books or novels, Traveling, hearing song etc.

**KEY QUALITIES:**

* Punctual.
* Leadership skills.
* Under work any capabilities environment.

**FIELD OF INTEREST:**

* Computer Hardware & software, Garments Merchandising, Planning, Quality, Telecommunication, NGO’s, Bank, Financial Corporation.

**REFERENCE:**

|  |  |
| --- | --- |
| **Reference-1** | **Reference-2** |
|  |  |

**DECLARATION:**

* I am declare that all above information is true and best of my knowledge.

**Signature**

Date: