***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Resume***

***of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**MD.**

........., P.O: ..............., P.S: ......................, Dis: Rajshahi.

Cell:

***Career Objective :***

To work in an environment where there is an opportunity to self assessment and self improvementin both individual and group-based work that will ultimately lead to further development of the organization and I am in, with the experienced and capability that I have, in order to achieve organization’s goals and create mutual benefits.

***Educational Qualification:***

**B.A Hon's (Bachelor of Arts):**

Institution :

Subject :

Result : CGPA: ......... (out of 4)

Passing Year : 20

University : National University.

**Alim (H.S.C):**

Institution :

Group :

Result : GPA- .............. (out of 5)

Passing Year : 20

Board :

**Dakhil (S.S.C):**

Institution :

Group :

Result : GPA- ..... (out of 5)

Passing Year : 20

Board :

**Language Proficiency :**

⮚English : Have a moderate skill on reading, writing, speaking & listening.

⮚Bengali : Mother tongue.

**Other skill :**

⮚ Computer Database Program (Word, Power Point, Visual Basic)

⮚ Internet browsing.

P.T.O.

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**Training Details:**

**Certificate in Office Application**  
Institute : Bangladesh Technical Education Board (BTEB)

Duration : 01 January, 2017 to 31 June, 2017.

**Training Description:** MS Word, MS Excel, Power Point, Documents Scanning, Photoshop, Illustrator, Online Application, E-mail, Internet Browsing.

**Personal Details :**

Name :

Father’s name :

Mother’s name :

Mailing &Present Address : H- , ..............., P.O- ..................,

P.S-....................., Dist- Rajshahi.

Permanent Address : H- , ..............., P.O- ..................,

P.S-....................., Dist- Rajshahi.

Contact Number :

National ID No. :

Date of birth :

Religion : Islam

Nationality :

Blood Group : B+ (B Positive)

Height : 5 feet ....... inch.

Marital Status : Unmarried.

Gender : Male

**Reference (s):**

|  |  |
| --- | --- |
| **1. Md.**  ..........  .................  Mobile: | **2. Md.**  ................  ................  Mobile : |

**Declaration:**

I certifythat all information stated in this resume is true complete to be best of my knowledge. I authorize the authority to verify the information provided in this resume.

**(.........................**)

Date: