

Mostafizur Rahaman



 Vill:- Noakhali Para, P.O : -Jahaj Pora-4761 Thana: - Teknaf, Dist :- Cox's Bazar.
 +88 01830-780137, +8801319235128.
 most.eng.cox137@gmail.com

CAREER GOAL:-

In line with my continued interest and performance to build-up my career in the professional field to show my immense aspiration to become a quick learner and to prove myself as a sincere and energetic person through extensive hardworking and integrity.

Profile: -

Good interpersonal & organization skill ability to work independently as well as a team productively ability to integrate with different cultural.



Academic Qualification:-

Secondary School Certificate (Dakhil)

Institute:- Hnila Maulavi Bazar Jomiria Darul Quran Senior Madrasah.

Group:- General.

Passing Year:- 2009.

Result:- (4.94) Out of (5.00).

Board:- Madrasah Board.

Diploma in Engineering :-

Institute:- Cox's Bazar Polytechnic Institute.

Board:- BTEB, Dhaka.

Department :-Computer Technology.

Passing Year :- 2016.

Result:- (3.35) Out of (4.00).



Bachelor (BSC):-

Institute:- Cox's Bazar International University..

Department :-Computer Science & Engineering.

Passing Year :- 2020.

Result:- (3.58) Out of (4.00).

training

Training Title	Topic	Institute	Country	Location	Year	Duration
Professional Certified Graphic Design	Graphic Design	Digital IT Institute	Bangladesh	Online Training.	2020	6 Month
CISCO Certified Network Associate (CCNA)	CCNA	PeopleNTech	Bangladesh	Mirpur 21, Good Luck Center, Dhaka.	2020	6 Month
Data Base management specialist	database management system	Chittagong software technology	Bangladesh	Chittagong	2015	6 months
Industrial Training	Networking (LAN) (WAN) & Microsoft Specialist. & (CCNA)	New Horizons	Bangladesh	Chittagong	2013	6 Month
Network Monitoring & Management	Network Monitoring & Management	SAFE Project, PSTU.	Bangladesh	Dhaka	2021	3 Days

Key personal feature:-

- Strong communication skill.
- Hard working.
- Leadership capability.
- Ability to work under pressure.
- Flexible mentality to own the organization norms.



Computer literacy:-

- I have Strong computer skills and competent in using Excel spreadsheets, possible digital data gathering.
- Strong Skills on Microsoft Word, Power Point, Excel.
- Excellent internet Browsing.
- Expert in Computer hardware and software installation.
- Expert in Graphic Design using Adobe Photoshop /Adobe illustrator.

Extra-Curricular Activities: -

✓ **Interests: -**

- Traveling and discovering.
- Meeting new people and exploring something different and unknown about individuals.
- Travel around to investigate the reality of life.
- Trying my imagination to create something innovative and unique.

✓ **Hobbies: -**

- Traveling.
- Listening to Music of different ethnicity.
- Explore (creative works, new technologies, new places).



Bengali: - Excellent Listening, Reading, Writing and Speaking.

English: - Excellent Listening, Reading, Writing and Speaking skill.

Local Language: - Excellent Listening, Reading, Writing and Speaking skills.



Work Experience: -

Logistic Assistant.

UNHCR Sub-Office Cox's Bazar.

Motel Road, Cox's Bazar.

Duration: - 02-01-2018 to 28-02-2021.

Duty Responsibilities:-

- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Maintain GRN for good receiving record & keep others necessary document.
- Ensure delivery Signature notes when item is ready for delivered & make sure it concerns department.
- Heeding notes about appropriate procedures for handling stock, particularly when fragile.
- Unpacking items and arranging these on shelves, if needed.
- Preparing vendor price offering and quotation and market verification.
- Preparing LPO/PO upon ensuring all documents such as PR, RFQ, CBA & GRN Note for record and others necessary document share with procurement committee for their approval.
- Ensure PO/ Work order accepted by vendor and follow-up with them delivery items.
- Collect information / price verify from different market & Pass the correct information to the project item to ensure the best goods with the approval amount.
- Daily, Weekly & Monthly Report and ensure inventory report handover to Snr. Admin officer.



Personal Information:-

Name	Mostafizur Rahman.
Father Name	Ferdouse Ahmed.
Mother Name	Seno Ara Begum.
Gender	Male.
Height	5'4''.
Marital Status	Married.
Nationality	Bangladesh.
Region	Islam.
Permanent Address	Vill:- Noakhali Para, Thana:- Teknaf, Bahar Chara, Cox's Bazar.
Current Location	Cox's Bazar Sadar Upazila.

Declaration:-

I, the undersigned, certify that the statement made by me here with is complete and true to the best of my knowledge and belief.

Signature

A handwritten signature in black ink, appearing to be 'Mostafizur Rahman', written on a light blue rectangular background.

Mostafizur Rahman

Mobile No: - +8801830780137

Email: -most.eng.cox137@gmail.com