



March 10, 2013

To
Managing Director
Major Children Apparel
Dhaka, Bangladesh

Subject: Job Application for the of Senior Executive

Dear Sir,

Referenced to your job advertisement at bdjobs.com, I strongly believe my experience and education will make me the ideal candidate for the post. I hope you are looking for an ambitious and experienced people who will be able to lead and follow up the Admin department. In my resume here is an snapshot of what I have done in the past and what I can bring to the "Major Children Apparel".

I am confident in what I do and always go above and beyond to satisfy my clients while keeping company goals in mind. I have proven throughout my career that I can create a new variation in my career. Let me do the same for your company.

I have no doubt that a few minutes of your time with me will convince you that I can be a great asset to the "Major Children Apparel". Together, we can achieve results!

Sincerely,

(HM Habibur Rahman)

Habibur Rahman

Objectives

Seeking for a Challenging job in a reputed organization where I can invest my experience and qualification to contribute in the progress of the Team and advance my personal career.

Personal Information

Father's Name	:	Enazuddin Ahmed
Mother's Name	:	Halima Begum
Marital Status	:	Married
Present Address	:	566/C Khilgoan, Khilgoan, Dhaka - 1219 Bangladesh
Permanent Address	:	Vill. Taruly, Post Taruly P.S. Jhalakati Dist. Jhalakati
Date of Birth	:	3 rd April, 1966
Nationality	:	Bangladeshi
Religion	:	Islam
Sex	:	Male
Telephone No.	:	88-02-7218630, 88-01715-050951
Language Known	:	Bengali, English, Hindi,


Academic Qualification

- | | | |
|---|-------------|---|
| ➤ | 1989 | BA (Bachelor of Arts)
University of Dhaka, Bangladesh |
| ➤ | 1985 | Higher Secondary Certificate
Lalpur College, Education Board of Rajshahi,
Bangladesh |
| ➤ | 1982 | Secondary School Certificate
Lalpur S.S Pilot High School,
Education Board of Rajshahi, Bangladesh |










Technical Qualification

- **1996** **Course on Basic Computer Software Skills**
Muslim Educational Society,
Kuwait Unit, Kuwait City
- **2001** **Graphic Design**
Desh Institute of Information Technology
Dhaka - Bangladesh

Operating System

 Windows 98,2000,XP

Software Packages

 MS Word	 MS Excel
 MS Power Point	 MS Access
 PhotoShop 10	 Illustrator 10
 MMM (Material Maintenance Management System)	
 DIM (Distributed Information Management)	
 MS Project	Auto CAD

- Others:**
- 1) PC Assembling, Hardware & Troubleshooting
 - 2) 3D MaX Studio, 3D Cool, Quark XPress,
 - 3) Microsoft Outlook, Internet. Networking
 - 4) Have a HSE award (Health Safety and Environment)
 - 5) English type writing at the speed of 35 wpm.

Working Experience:

- 1) **Present Occupation** : National Youth Deployment Training institute
Malibug Branch, 89 DIT Road, Dhaka-1217
- Duties** : As a Senior Instructor (Computer)
- Period** : October' 2007 to till date
- Summary of Duties** : Office Organized and paper works, student development works (Presentation, Weekly Status Graph, weekly report, Invoice, Organization Chart) by deferent type of software package programme, File organized, Formatting & Install Programs & PC Maintenance (Hardware & Software), Graphic Design, etc.

2) Name of Concern : Working with Kuwait Oil Company (K.S.C)
Ahmadi, Kuwait

Post Held : As a Technical Assistant / Computer Operator

Period : November' 1998 to July' 2007

Responsibility :

- ✓ Fixing appointment for the office schedule meetings.
- ✓ Answering phone call and fixing appointment for the clients & visitors.
- ✓ Make presentation for office meeting
- ✓ Assigning database auto numbers as reference to the incoming and outgoing documents.
- ✓ Assigning Engineer for all office Correspondence including filing and Documents tracking system & organized office file.
- ✓ Send reminders for action pending documents by e-mail (Microsoft Outlook)
- ✓ Preparation and clearance of travel related activities as per KOC Contract.
- ✓ Co-ordinate and flow-up office routine works.
- ✓ Assigning Architect Engineer for different type of Architect Design, like - Artificial Landscape, Swimming pool, Artificial Park view & Image Editing etc.
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- ✓ Make advertisement poster, different type of sign, logo, visiting card etc.
- ✓ Creative new Image/background for dissimilar Photos.
- ✓ Using scanners for official very old documents & editing image document when required.
- ✓ Distributing the Design documents to all concerning Offices.
- ✓ Downloading image from internet when required.

- ✓ Making Organization Chart, presentation and tables sheet as and when required.
- ✓ Preparing Weekly, Monthly Progress Report for SE(P&DT) and TL(P&DT)
- ✓ Assisting the Engineers for typing the Low value Contract and Contract packages. Handling the filing for the Snr. Engineer and confidential papers for the Department.

Brief Summary

- [Total 14th Years Experience] 9th years experience in the fields of Kuwait Oil Company as a Technical Assistant & five years experience in the fields of Bangladesh Computer Technical & Training Institute as a Sr. Instructor (Computer)
- Presently working as a Sr. Instructor (Computer) of Bangladesh Computer Technical & Training Institute
- Have good Knowledge in computer applications, Microsoft Word, Excel, PowerPoint, Access, Adobe Photoshop, and Adobe Illustrator and knows all office Maintenance and routine works.
- Proficient in using office equipments like Xerox machine, Design Jet Printer (Plotter), Color LaserJet printer, Scanners, fax, etc.

Signature