

CV of

MOHAMMAD RASEL SARKAR

Address: Vill: Tatardi, P.O: ShakherGoan, P.S: Monohardi, Dist: Narsingdi.

Mobile No: +8801684-198005, E-mail: rasel.sarkar2009@gmail.com



Career Objective:

I would like to work in an institution or organization where discipline and high tech environment will ensure development and will more skillful than other sector. I want to pursue a long-term career, taking challenges and commitment to achieve result.

Career Summary:

Have working knowledge on Microsoft word, Excel, Power point, Adobe Photoshop and Adobe illustrator, Windows XP, Windows Vista, Windows 7, and Windows 8 etc.

Special Qualification:

Ability to plan and organize workability to communicate easily with other. Work well with the group of all ages. Details oriented. People oriented.

Employment History:

Administrative Assistant (01 December 2019 – Continuing)

Organization Name: Surjer Hashi Network

Under AUHC Project, Monohorpur Surjer Hashi Clinic

Madhabdi, Narsingdi Sodor Narsingdi.

Organization Location: Abedin Tower, 35, Kemal Ataturk Avenue, Banani C/A, Dhaka-1212

Administrative Assistant & Clinic Manager (Acting) (01 March 2019 –30 November 2019)

Organization Name: Surjer Hashi Network

Under AUHC Project, Monohorpur Surjer Hashi Clinic

Madhabdi, Narsingdi Sodor Narsingdi.

Organization Location: Abedin Tower, 35, Kemal Ataturk Avenue, Banani C/A, Dhaka-1212

Administrative Assistant & Clinic Manager (Acting) (01 August 2018 – 28 February 2019)

Organization Name: Ad-din Welfare Center

Ad-din AUHC Project under Surjer Hashi Network

Monohorpur Surjer Hashi Clinic

Madhabdi, Narsingdi Sodor Narsingdi.

Organization Location: Ad-din Hospital-2, Bara-Moghbazar, Dhaka-1217

Administrative Assistant (11 November 2017 – 31 July 2018)

Organization Name: Population Services and Training Center (PSTC)

Monohorpur Surjer Hashi Clinic

Under NGO Health Service Delivery Project

Madhabdi, Narsingdi Sodor Narsingdi.

Organization Location: House#93/3,Level#4-6, Road # 8,Block # C,Niketon, Gulshan – 1

Accounts Executive (1st November 2016 – 30 September 2017)

Organization Name: Resource Group of Institutions (RGI)

Organization Location: Collage Road, Brahmmondi, Narsingdi Sadar, Narsingdi.

Department: Account

Academic Qualification:

Degree	Year	Board/ University	Subject/Department	Result/Grade
M.B.A	2016	National University	Accounting	CGPA: 3.06 out of 4
B.B.A	2014	National University	Accounting	CGPA: 3.21 out of 4
HSC	2009	Dhaka	Business Studies	GPA: 3.90 out of 5
SSC	2007	Dhaka	Business Studies	GPA: 3.50 out of 5

Diploma:

Degree	Year	University	Subject	Result/Grade
Diploma in Computer Science & Application (DCSA)	2017	Bangladesh Open University	Computer Science	CGPA: 2.68 out of 4

Training Summary:

Course Name	Institute	Duration
Basic Computer Application Course	Bangladesh Computer Council, Ministry of ICT	1 Month
Ms office	Department of Social Service, Narsingdi	6 Months

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium

Personal Details:

Father's Name	Mohammad Babul Sarkar
Mother's Name	Anar koli
Date of Birth	10 May 1992
Gender	Male
Blood Group	B+
Nationality	Bangladeshi
National Id No.	19926815281000155
Religion	Islam
Marital Status	Married
Present Address	Master Villa, Torua 67/1, Narsingdi Sodor, Narsingdi
Permanent Address	Vill: Tatardi, P.O.: ShakherGoan, P.S.: Monohardi, Dist.: Narsingdi

Certification:

I, undersigned, certify that, to the best of my knowledge and belief, this 'CV' correctly describes my qualification, experience and me. My willful misstatement described in may lead to my disqualification or dismissal if employed.

Reference:

01	02
Name: Asadus Jaan	Name: Liaquate Ali
Organization: Narsingdi Govt. College	Organization: Ad-din Welfare Center
Designation: Associate Professor	Designation: Program Manager (Addin – AUHC)
Address: Narsingdi govt. college, Narsingdi.	Address: Ad-din Hospital-2, Bara-Moghbazar.
Mobile: 01920340940	Mobile: 01711-988160
Relation: Academic	Relation: Service

Signature:
