

ABDUR RAZZAQ

Road #6, Block #D, House #39, Mirpur-7, Dhaka-1216, Bangladesh
Contact No: 0088-01839830011, Email: abdurrazzaq11@gmail.com



Looking for challenging career, where there is scope for demonstration. During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organized and capable of working under pressure. A learner for life.

Key Skills

- Communicative, problem solving,
- Extremely reliable, honest, considerate, and organized,
- Learn new things quickly,
- Skilled at evaluating options and generating solutions,
- Comfortable working with all personality types.

Educational Qualification

Master of Business Administration (M.B.A) in 2014
International Islamic University Chittagong
Human Resource Management (HRM)
CGPA 3.58 (Scale of 4.00)

Bachelor of Business Administration (B.B.A) in 2012
International Islamic University Chittagong
Human Resource Management (HRM)
CGPA 3.68 (Scale of 4.00)

Higher Secondary Certificate (H.S.C.) in 2006
Dhaka Commerce College
Business Studies Group
GPA 4.80 (Scale of 5.00)
Dhaka Board

Secondary School Certificate (S.S.C.) in 2004
Jannat Academy High School
Business Studies Group
GPA 4.31 (Scale of 5.00)
Dhaka Board

Professional Achievement and Training

Certification: Day long workshop on “Towards an Excellent Career”

Institute: Rapport Bangladesh Ltd.

Certification: Day long workshop on “Secrets of Successful Job Hunting”

Institute: Trigon Dimensions

Certification: General English

Institute: British Council

Experience

May, 2010— December, 2015; Upwork.com
Global freelancing platform

Duties/Responsibilities:

Personal assistant
Web Research
Data entry
SEO administrator

Computer Skills

- **Basic Computer Skill (All popular operating system)**
- **Microsoft Office (Word, Excel, PowerPoint)**
- **Internet Browsing and Internet Research**
- **Popular software applications and communication tools**

Language Proficiency

- **English: Good written and oral skills**
- **Bengali: Excellent written and oral skills**
- **Hindi: Good oral skills**

Personal Information

<input type="checkbox"/> Father:	Md. Shahidul Islam
<input type="checkbox"/> Mother:	Yeasmin Begum
<input type="checkbox"/> Permanent Address:	Ville: Shuapara
	P.O: Bajrajogini
	P.S+Dist: Munshigonj
	Bangladesh
<input type="checkbox"/> Date of Birth:	5th March 1989
<input type="checkbox"/> Nationality:	Bangladeshi
<input type="checkbox"/> Religion:	Islam
<input type="checkbox"/> Marital Status:	Single

References:

Major Md. Abdul Maleque (Retd.)
Executive Director (Business Dev.)
Asian Town Development Ltd.
House-8, Road-4, Block-F
Level-6, Banani, Dhaka-1213
Cell- 01833106477

Dr. Md. Jaynal Haque
Assistant Director
MCH Services Unit
Directorate General of Family Planning
6 Kawran Bazar, Dhaka-1215
Cell- 01720219076

I hereby declare that all the information mentioned above is true.



Abdur Razzaq

Date: