

RESUME

OF

MD. MASUD RANA



Career Objective:

Intend to work in a challenging competitive environment where strong sense of responsibility and commitment is required, dignity of work provides job satisfaction and place of work provides potential avenues for career development in the organization.

Self Assessment:

- ✚ Sincere, punctual and dutiful to work.
- ✚ Have the ability to motivate and convince people.
- ✚ Have the ability to work under pressure and achieve the target goal.
- ✚ Optimistic, confident and benevolent as a person.
- ✚ Communicative and friendly.

Educational Qualification:

Secondary School Certificate (S.S.C)

- ✚ Name of the Institute : Khilgaon Govt. School & College
- ✚ Group : Humanities
- ✚ Passing Year : Running
- ✚ GPA : Pending
- ✚ Board : Dhaka

Secondary School Certificate (J.S.C)

- ✚ Name of the Institute : T&T Boys High School , Banani
- ✚ Passing Year : 2017
- ✚ GPA : 3.86
- ✚ Board : Dhaka

Academic Background:

- ✚ Has excellent intellectual ability.
- ✚ Has excellent ability to work in groups.
- ✚ Ability to learn quickly.
- ✚ Ability to interface effectively at levels.
- ✚ Hard working habit.

Computer Skill:

- ✚ Microsoft office: MS Word, MS Excel. Editing.
- ✚ Internet: Website Developer & Designer , Basic Programing , HTML , CSS , Basic Java , Basic PHP , Basic Python , ETC .

Language Proficiency:

- ✚ English: Have a Reading, Speaking & Listening.
- ✚ Bengali: Mother tongue.

My Belief:

I can do my job effectively and efficiently. My job always time responsibilities.

Experience:

I as an a Office Assistant “**First Security Islamic Bank Ltd**” (2 Years).

I as an a VAT/TAX Management “**OTOBI Furniture Ltd**” (1 Year).

Personal Information:

Fathers Name	:	Md. Abdul Mannan
Mothers Name	:	Marzia Begum
Present Address	:	4/1-A, West Rajarbag, Bashabo, Sabujbag, Dhaka-1214
Permanent Address	:	Vill: Nasirabad, P.O: Bagdabazar, P.S: Govindoganj, Dist: Gaibandha.
Date of Birth	:	17/06/2003
Marital Status	:	Married
Gender	:	Male
Nationality	:	Bangladeshi (By Birth)
Religion	:	Islam
Height	:	5’-5’’
Blood Group	:	O (+)
Website	:	www.MrMaxud.Github.io
Mail Address	:	hellomosabbir@gmail.com
Cell Phone	:	+8801894090288

Declaration:

I Hereby confirm & solemnly declare that the information given above is authentic, complete and correct to the best of my knowledge and belief I am also prepared to submit any additional information/documents if required.

Signature of

Date:.....