

CURRICULAM VITAE

Mostofa Al Amin

Undergraduate Student

Contact No: 01911508654

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Address: Shere Bangla Hall, University of Barishal.



Career Objective

Highly Motivated and results-driven professional with a Bachelor's degree in Finance and Banking from the University of Barishal possessing a diverse skill set in communication, technical expertise and proficiency in Microsoft Office. Seeking a challenging position where I can apply my skills and contribute to the success of an organization.

Personal Information

Name : Mostofa Al Amin
Father's Name : Abdul Jalil Moral
Mother's Name : Mst Aleya Khanam
Date of Birth : 24 November, 2000
Permanent Address : Village: Krishnanogor, P.O: Raghunathpur, Thana: Kaliganj,
District: Satkhira.
Present Address : Shere Bangla Hall, University of Barishal.
Phone : 01911508654
E-mail : alaminraja145@gmail.com
Nationality : Bangladeshi

Educational Qualification

Bachelor of Business Administration (BBA)

Department : Finance and Banking
Institution : University of Barishal
Session : 2018-2019
CGPA : 3.09 (Out of 4.00).

Higher Secondary Certificate (H.S.C)

Group : Business Studies.
Institution : Khulna Public College
GPA : 5.00 (Out of 5.00).
Board : Jashore Board
Passing Year : 2017

Secondary School Certificate (H.S.C)

Group : Business Studies.
Institution : Budhhata B.B.M Collegiate School
GPA : 5.00 (Out of 5.00).
Board : Jashore Board
Passing Year : 2015

Skills

- Ability to communicate and negotiate with diverse groups of people.
- Content writing, proofreading and editing.
- Team management and leading.
- Skilled organizer.
- Highly responsible and reliable.
- Active listening.
- Typing Speed 25 WPM.

Computer Efficiency

- Microsoft word and PowerPoint (Expert)
- Good at Microsoft excel (Intermediate).
- Good at IBM SPSS (Intermediate).
- Web design: WordPress (Expert), HTML and CSS (Intermediate).
- Graphic design (Basic).
- Search Engine Optimization (SEO) (Basic).
- Web Browsing and Research (Expert).
- Social Media Management (Intermediate).

Languages

- Bengali: Native language.
- English: Fluent in listening, speaking and writing.

Extra-Curricular Activities

- Member of Barishal University IT Society (BUITS).

Achievement

- CareerX_30 at BYLC
Successfully Completed Career Development Program Bangladesh Youth Leadership Center (BYLC).

Activities and interests

- Interested in teaching and computer skills.
- Hobbies: Travelling, Reading stories and novels and Volunteering.
- Taking part in team sports.

References

Shahadat Hussain
Assistant Professor & Chairman
shahadathussain09@gmail.com
Department of Finance and Banking
University of Barishal.

Tandra Mondal
Assistant Professor
t.mondal44@gmail.com
Department of Finance and Banking
University of Barishal

Declaration

I hereby certify that all the information provided is true in the best of my knowledge and sense and well supported by legal documents.

Faithfully Yours

signature

Mostofa Al Amin