**Resume of**

**Md. Saifur Alam**

Cell: 01917534256

E-mail: shogun101@gmail.com

**Career Objectives:**

To serve in a responsible position in well-structured organization and successfully apply acquired skills and knowledge to enhance organizational efficiencies for further development.

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| --- | --- | --- | --- | --- | --- |
| Experience: | | |  | | |
| Duration and position | | | Responsibilities | | |
| 01-July-2014 to 31-December-2016 as  Computer Operator at Moon Star | | | * Compose official documents * Prepare Documents using mail merge * Email documents to others * Prepare Spreadsheet and Presentation | | |
| Educational Qualification | | |  | | |
| Certificate | Group | Institution | Board/University | GPA | Passing Year |
| SSC (VOC) | Computer | TTC | BTEB | 4.30 | 2011 |
| HSC (VOC) | Commerce | IUTS | BTEB | 3.50 | 2014 |

**Computer Literacy and Inter-Personal skills:**

* Microsoft Office Package
* Internet Browsing, E-mail etc.
* Skills in both English and Bangla
* Capable to work individually and in a team

**Personal Information:**

Father’s name : Md. Shihab Alam

Mother’s name : Most. Kohinoor Begum

Date of Birth : February 18, 1993

Nationality : Bangladeshi

Present Address : Vill: Horipur, Post: Udakhali, Than: Fulchori,

District: Gaibandha

**Reference:**

Chowdhury Md. Musabbir

M2C1

Siddeswari (3rd floor)

Mob: 01757574868

Md.Saifur Alam