

# RESUME



## **MD. MONIRUZZAMAN**

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Lalbagh, Dhaka-1211  
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### **Career Objective:**

Motivated and detail-oriented professional seeking a challenging position to utilize my skills and contribute to the success of the organization. Committed to continuous learning and professional growth.

### **Duties/Responsibilities:**

- Assisting The Customer.
- Ensure Proper Visualized Display.
- Participating In Inventory Management .
- Work As A Team To Increase Total Sales.
- Ensure Standards For Quality & Customer Service.
- Respond To Customer Complaints And Comments.

### **Skills :**

- Well Computer knowledge
- MS Word
- MS Power Point
- MS Excel
- Management Skills
- Creativity
- Leadership

### **Language Proficiency :**

- **BANGLA:** Reading, Writing , Speaking is very well.
- **ENGLISH:** Reading , Writing is very well and Speaking medium .

### **Academic Qualification :**

- **Master's of Science (M.Sc.):**  
Department of Geography And Environment  
University of Dhaka  
Affiliated Seven College (Dhaka College)  
Session : 20232 - 2024  
CGPA : Appear  
Passing Year : 2024
- **Bachelor of Science (B.Sc.):**  
Department of Geography And Environment  
University of Dhaka  
Affiliated Seven College (Dhaka College)  
Session : 2019 - 20  
CGPA : 3.34  
Passing Year : 2023
- **Higher Secondary School (HSC):**  
Rangpur Government College, Rangpur  
Group : Science  
GPA : 4.42  
Passing Year : 2019
- **Secondary School Certificate (SSC):**  
Kaliganj H. A. High School, Kurigram  
Group : Science  
GPA : 5.00  
Passing Year : 2016

### **Professional experience:**

- **Udvas Coaching Center**  
**(Co-operator & Invigilator)**  
01/05/2023 To 2/03/2024 From  
Science Lab Branch

### **reference:**

- **Md. Tofazzal Hossen**  
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Gameen Bank  
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- **Naila Akhter**  
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- I hereby assure you that all the information supplied in this curriculum vitae is true, and if any inconsistency is found then you have the right to reject it.