

## RESUME OF

### TANVIR HOSSAIN

House No# 375, South Para,  
Gazimura, Laksam, Comilla, Bangladesh.

Cell: 01917815078

Email: ntanvir15@gmail.com



#### CARRIER OBJECTIVE:

To develop a challenging career where I can make a meaningful contribution with deep credence & grow professionally.

#### SELF ASSESSMENT:

A highly motivated and self-driven individual with hard-working deadline-oriented, continuous growth, and learn from real life experience motives. Experienced in thinking and analysis skills. Proven academic activities over the years of academic life. Highly enthusiastic to enroll in analysis, and challenging career.

#### ACADEMIC ATTAINMENTS:

##### Bachelor of Education (B. ED)

Major : Special Education  
Year : 2019-2023  
Institute : University of Dhaka  
CGPA : Appeared

##### Higher Secondary Certificate (HSC)

Tomchar Islamia Kamil Madshara.

Board : Madradsha  
Group : Humanity  
Year : 2018  
Results : G.P.A-4.71(Out of 5.00)

##### Secondary School Certificate (SSC)

Ragoi Islamia Alim Madshra

Board : Madradsha  
Group : Humanity  
Year : 2016  
Results : G.P.A-4.69(Out of 5.00)

## **COMPUTER LITERACY:**

Operating System : Windows

Data Entry Skills : Proficient typing and transcription

Computer and technical skills (including software knowledge)

Organisational and time management abilities

Administrative skills

Communication (written and verbal)

Customer service skills

Accuracy and attention to detail

Multi-tasking

Confidentiality

Ability to work independently

Teamwork skills

Phone skills and etiquette

Interpersonal skills and people skills

A positive attitude when working under the pressure

Language proficiency

Other soft skills

Being detail-oriented

Handling data entry items and duties with care

## **LANGUAGE PROFICIENCY:**

Strong interpersonal and communication skill in both Bengali and English.

## **PERSONAL TRAITS:**

Father's Name : Nur Mohammad Ashrafi

Mother's Name : Mrs. Fatema Begum

Permanent Address: Vill-Gazimura, P.O: Laksam-3570

P.S: Laksam, Dist: Cumilla, Bangladesh.

Present Address : House # 375, Vill-Gazimura, P.O: Laksam-3570

P.S: Laksam, Dist: Cumilla, Bangladesh.

, Comilla, Bangladesh.

Date of Birth : 01-01-2002

Gender : Male  
Religion : Islam  
Nationality : Bangladesh  
Marital Status : Single

#### **CERTIFICATION:**

I, the undersigned, certify to the best of my knowledge believe that this resume correctly describes my qualification and personal profile.

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**Tanvir Ho**

#### **REFERENCES:**

**Mr. Faruk Ahmed (FCA)**  
Partner  
Khan Wahab Shafique Rahman &  
Co.  
Chartered Accountants  
Rupali Bima Bhaban (5<sup>th</sup> & 6<sup>th</sup>  
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**Mr. Md. Anisur Rahman (FCA)**  
Khan Wahab Shafique Rahman &  
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Chartered Accountants  
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