

# CURRICULUM VITAE

## Of

### MD. ABIR

**Contact No: 01303400315**

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Address: Bagbari Madrasha, Kashimpur, Gazipur.




#### Carrier Objective:


Looking for an excellent opportunity to work in a position where I can implement my educational and technical skills which would help to maximize the output of the organization through hard work, commitment, honesty and transparency and also continuously upgrade myself as an innovative professional.

#### Educational Qualification


##### Program : Bachelor of Business Administration (B.B.A)

|   |                     |                         |
|---|---------------------|-------------------------|
|  | Name of Institution | : Govt. Titumir College |
| <b>B</b>  | Name of Board       | : Dhaka University      |
| <b>B</b>  | Subject             | : Management            |
| <b>A</b>  | Year of Passing     | : -                     |
|   | Performance         | : First Year (Running)  |


##### Program : Higher Secondary Certificate (H.S.C )

|   |                     |                                   |
|---|---------------------|-----------------------------------|
|  | Name of Institution | : M.E.H. Arif College             |
| <b>H</b>  | Name of Board       | : Dhaka                           |
| <b>S</b>  | Group               | : Business Studies.               |
| <b>C</b>  | Year of Passing     | : 2020                            |
|   | Performance         | : GPA-4.83 (In the scale of 5.00) |

##### Program : Secondary School Certificate (S.S.C)

|   |                     |                                   |
|---|---------------------|-----------------------------------|
|  | Name of Institution | : Gomail High School              |
| <b>S</b>  | Name of Board       | : Dhaka                           |
| <b>S</b>  | Group               | : Business Studies.               |
| <b>C</b>  | Year of Passing     | : 2018                            |
|   | Performance         | : GPA-4.17 (In the scale of 5.00) |

#### Computer Knowledge:

-  **Microsoft Office Packages:** MS Word, MS Excel, MS PowerPoint, Internet Browsing, Mailing etc.

#### Strength :

- ❖ Have the adaption capability with new place and people.
- ❖ Sincerity in works, honesty and maintaining commitment.
- ❖ Good communication skill.
- ❖ Decided to work complete all task promptly and to a higher level of quality.
- ❖ Able to work long hours when need arises.

**Language Efficiency:**

|         |   | <b><u>Reading</u></b> | <b><u>Writing</u></b> | <b><u>Spoken</u></b> |
|---------|---|-----------------------|-----------------------|----------------------|
| English | : | Excellent             | Excellent             | Good                 |
| Bengali | : | Excellent             | Excellent             | Excellent            |

**Interests & Activities:**

- ❖ Highly active in different social welfare organization, cultural club.
- ❖ Interested in reading books, novel and writing.
- ❖ Playing Cricket, Football, Badminton and Chess.
- ❖ Watching movie, listening music, social services, traveling.

**Personal Information :**

|                    |   |                                       |
|--------------------|---|---------------------------------------|
| <b>Name</b>        | : | <b>Md. Abir</b>                       |
| Father's Name      | : | Md. Abul Bashar                       |
| Mother's Name      | : | Mosammat Momotaj Begum                |
| Permanent Address` | : | Bagbari Madrasha, Kashimpur, Gazipur. |
| Date of Birth      | : | 12 November 2002.                     |
| Nationality        | : | Bangladeshi                           |
| Religion           | : | Islam                                 |
| Gender             | : | Male                                  |
| Marital Status     | : | Unmrried.                             |
| Height             | : | 5 Feet 5 Inch                         |
| Weight             | : | 67 kg                                 |
| Blood Group        | : | O+(ve)                                |
| NID                | : | 3312588985                            |

**Declaration:**

I am undersigned, hereby declare that all the above information are correct and authentic. If any of these are wrong and false, I will abide by any decision taken by the authority.

Signature of Applicant

**Date:** .....

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**Md. Abir**