***MD. SHOWHEL RANA***

***Cell: (0088) 01921909897,***

***(0088) 01710229491.***

***E-mail:*** [***md.showhelrana@ymail.com***](mailto:md.showhelrana@ymail.com)

**OBJECTIVE**

**To obtain a responsibility and challenging position in a National or Multinational organization that will provide me the advantage of my education, knowledge, skill and self motivate, workforce and offer me the opportunity for a successful career with future development.**

**JOB EXPERIANCE**

**EMPLOYMENT- 01. (**Customer Care Department)

Employer **: Orascom Telecom Ltd (Banglalink).**

Tiger Den, Gulshan-1, Dhaka-1212.

Position **:**  **Customer Care Officer**

* Department **:** Customer Care Department.
* Job Responsibilities **:**
  + - * + 1. Over all communication & solution over the phone**. (121)**
        + 2. Inform about new **offer, Package**s.
        + 3. Customer **Dealing & Motivation.**

**EMPLOYMENT- 02. (**HR Department).

Employer **: MISSION 10 LTD.**

House #07,(1st Floor) Faruk Saroni, Nikunjo-02, Khikhet Dhaka-1229.

Position **:**  **Sr. Executive & Presenter.**

* Department **:** Human Resource & Administration
* Job Responsibilities **:**
  + - * + 1. Employee Attendance **Monitoring.**
        + 2. Employee Activates Monitoring.
        + 3. Business Plan **Presentation.**
        + 4. Customer **Invite & Dealing**.

**EMPLOYMENT- 03.**  (Teaching)

Employer **: S@ifur’s English Language Institute.**

Monowara Plaza, Green Road, Panthapath, Dhaka-1205.

* Employment Date **:** 25 September 2008 to 20-August-2009.
* Position **: Teacher.**
* Job Responsibilities **:**

1. **Conduct** Schedule class.

* 2. Arrange **exam** to prove performance.
* 3. **Monitoring** class and exam and Leading Langue **Club.**
* 4. Arrange different types of **program** to be a good speaker.
* 5. **Consulting** with visitor.

**EDUCATION QUALIFICATION**

**Masters of Business Administration**. **MBA**

3rd Semester is going on.

**Prime University.**

Baridhara annex, Dhaka.

**Masters of Science. M.S.C**

Zoology (Fisheries**).**

National University.

Govt .Titumir College, Dhaka.

Year of Passing – 2009.

2nd Class.

**Bachelor of Science. B.Sc** (Hon’s)

Zoology.

National University.

Govt. Titumir College, Dhaka.

Year of Passing – 2008.

2nd Class.

**Higher Secondary Certificate. H.S.C**

**Science Group.**

Rajshahi Board.

Dhamoir Hat M M Degree College.

Year of Passing – 2004.

2.60. Without 4th Subject.

**Secondary School Certificate. S.S.C**

**Science Group.**

Dhaka Board.

Palashbari CD Madrasha.

Year of Passing – 2000.

1st Division.

**COMPUTER SKILL**

**Known Office Package :** Microsoft Word, Microsoft Excel, and Microsoft, Access.

**Known Operating Systems :** Internet Operating.

**LANGUEGE SKILL.**

**English & Bangla:** 1. I have completed Spoken, Phonetics and IELTS course from **S@ifurÕs** & FM Method.

2. Bangla is my Mothers Tongue.

3. Excellent Communicator in English & Bangla.

**HOBBY.**

1. Playing games.
2. Traveling.
3. Singing song.

**CARRER DEVLOPMENT PAKAGE**

**Training:**

I have completed some **special training** course at **Mission 10 Ltd.**

1. Basic Training.

2. Presentation.

3. Self Motivation

4. Attitude Building.

5. Goal Setting.

6. Invite & Fallow up.

7. Invite & Motivation.

8. Increases Selling.

9. Leadership.

10. Team & Time Management.

12. Relation Build up.

**Membership:**

1. British Council Language Club.

2. Bangladesh National Cadet Core. (BNCC)

3. Culture Club in Govt. Titumir College.

**PERSONAL INFORMATION**

Name **: Md. Showhel Rana.**

Father’s Name **:** Md. Shihar Uddin.

Mother’s Name **:** Most. Julakha Begum

Date of Birth **:** 01st February -1986.

Nationality **:** Bangladesh

Religion **:** Islam.

Sex **:** Male.

Height & Weight **:** 05 feet’s 08" Incise & 70 Kegs.

Marital Status **:** Single.

Blood Group **:** O+ (ve).

**Permanent Address:**

Vill-Ballah,

P.O: Lakshman Para,

P.S: Dhamoir Hat,

Dist: Naogaon.

**Milling Address:**

**Office:**C/O-Md. Tarikul Islam. NEMEMW & T.C. Mohakhali, Dhaka-1212.

**House**: Ha # 26, Block-G.P. Cha, Mohakhali, Dhaka-1212.

**REFERANCE**

|  |  |  |
| --- | --- | --- |
| **MD. GOLAM MOSTOFA, Director** (Finance)**,**  **Mission 10 Ltd**,  Call: 01740544792. | **MD. TARIKUL ISLAM, NEMEMOW & TC Mohakhali, Dhaka-1212.**  Call: 01917322088. | **MD. SHOFUL ISLAM,**  **Wig. Cdr**. (Ret).  **Bangladesh Air Force,**  Call: 01676576989. |



Signature……………………..