

Resume of

MOHAMMAD ABDULLAH

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Dhaka, Bangladesh.



Career Objective

To obtain a challenging and responsible position in an organization, wherein I contribute to the successful growth of company as well as my career use knowledge, interpersonal and communicative skill. I have intent to work sincerely, hard and discipline way.

Academic Qualification

Bachelor of Business Administration (BBA)

Name of Institution	: Uttara University
Major Subject	: Accounting
Roll Number	: M21421111051
CGPA	: 3.03 (Out of 4.00)
Year of Passing	: 2018

Higher Secondary Certificate (H.S.C)

College	: Narsingdi Govt. College
Board	: Dhaka
Group	: Business Studies
Roll Number	: 557534
GPA	: 3.80 (Out of 5)
Year of Passing	: 2013

Secondary School Certificate (S.S.C)

School	: Kaliganj R.R.N. Pilot Govt. High School
Board	: Dhaka
Group	: Business Studies
Roll Number	: 440715
GPA	: 3.94 (Out of 5)
Year of Passing	: 2011

Computer Skill

- Microsoft Office (Word, Excel, PowerPoint)
- Internet Browsing, Email Operation
- Accounting Software: Tally
- Operating System: Windows XP, 2007 and 10

Interpersonal Skill

- Having Positive attitude toward learning
- Proactive, persuasive and ready to face challenging task.
- Able to work under stress and meet deadline.
- Able to work independently as well as an in a team.

Communication Skill

Fluent of both written and spoken in English and Bengali.

Training Summary

Professional Customer Service (PCS)

Name of Institution	: Impel Service & Solutions Limited
Subject Covered	: BPO and Call Center
Time Period	: 3 Month (25 February – 20 May)
Year	: 2019
Certification Authority	: Bangladesh Association of Call Center and Outsourcing (BACCO).

Microsoft Excel for Bank job

Name of Institution	: CCD, Uttara University
Subject Covered	: Microsoft Excel
Time Period	: A day long workshop
Year	: 2016
Certification Authority	: Uttara University

Personal Details

Full Name : Mohammad Abdullah
Father's Name : Mohammad Ismail
Mother's Name : Nasima Begum
Permanent/Mailing Address : House# 286/1, Village: Velanagor, Post office: Narsingdi College, Post Code 1602, P.S/Upazila: Narsingdi Sadar, District:Narsingdi, Dhaka, Bangladesh.

Date of Birth : 01 March 1995
Gender : Male
Nationality : Bangladeshi by Birth
NID Number : 7755201089
Religion : Islam
Marital Status : Unmarried.
Interest : Reading Books & Newspaper, Traveling, Social activities and Playing Cricket.

Sincerely Yours,



Mohammad Abdullah