**RESUME**

**OF**

**MASUD RANA**

 ***Mailing Address***



Vill: Dattapara, Road: Prodhani Mondol, P.O: Islampur

P.S: Tongi, Dist: Gazipur.

Phone: +8801834692775

Email: [masud.rana.rony1993@gmail.com](mailto:masud.rana.rony1993@gmail.com)

 ***Career Objective***



To make positive contribution as part of your dynamic and well reputed organization in a position where my skills will be appreciated and enhanced and will be effectively contributed for the growth of the organization as well as my professional career.

 ***Academic Background***

|  |  |  |
| --- | --- | --- |
| **BBA** | **:** | **Bachelor of Business Administration** |
| University | : | Asian University of Bangladesh |
| Major | : | Finance |
| Result | : | 3.728 (Out of 4.00) |
| Passing Year | : | 2018 |
| **HSC** | **:** | **Higher Secondary Certificate** |
| Name of College | : | ShahajUddin Sarker Model Higher Secondary School |
| Board | : | Dhaka |
| Group | : | Business Studies |
| Overall GPA | : | 4.50 (out of 5.00 Scale) |
| Passing Year | : | 2013 |
| **SSC** | **:** | **Secondary School Certificate** |
| Name of School | : | ShahajUddin Sarker Model School |
| Board | : | Dhaka |
| Group | : | Business Studies |
| GPA | : | 4.13 (out of 5.00 Scale) |
| Passing Year | : | 2011 |

 ***Strengths***



* Leadership
* Problem-solving and decision-making.
* Teamwork.
* Analytical.
* Strong work ethic.
* Initiative.

 ***Language Proficiency***



|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| **Japanese** | High | Medium | Medium |
| **Bangla** | High | High | High |
| **English** | High | High | High |

 ***Japanese Language Skills***



|  |  |  |
| --- | --- | --- |
| **Level** | **Institute** | **Skill** |
| **N5** | JUAAB | NAT+JLPT |
| **N4** | JUAAB | JUAAB |
| **N3** |  | Running |
|  |  |  |

**Level N5 NAT, JLPT PASS. Level N4 From JUAAB. N3 Running**

 ***Work Experience***



* **Employee** : **Best Logistics Ltd**. Position: **Intern,** Department : **Sales Executive Division** Time

period : May 2018- August 2018. **Duties/Responsibilities**: Field work, good communication with agents & dealing with them how to sale etc. Working Best Logistics Ltd realizations process for 3 months. Uttara Sector #4,Dhaka 1230

* **Employee** at **Japan Bangla Bridge Recruiting Agency ltd.** Sister Concern Group Of Japan

Bangla Business Center In The Position **Japanese Language Instructor & Office Admin** Time Period : 07-12-2019 – Present. Uttara Sector # 11, Dhaka 1230

 ***Computer Literacy***



* Efficient ability to work with MS Office, MS Word, MS Excel, E-mail & Internet.
* Regular browser of internet.

 ***Hobbies***



* Traveling, Reading, Listening Music, Watching Movie, Swimming, Sports and Interacting with family members & Friends.

 ***Personal Information***



|  |  |  |
| --- | --- | --- |
| Name | : | Masud Rana |
| Father’s Name | : | Abul Kalam |
| Mother’s Name | : | Safia Begum |
| Permanent Address | : | Vill: Nittanandapur, Road: Ashkor Bhuyan, P.O: |
|  |  | Vobani Jibonpur, P.S: Begumganj, Dist: Noakhali. |
| Date of Birth | : | 14-02-1996 |
| Nationality | : | Bangladeshi |
| Sex | : | Male |
| Religion | : | Islam |
| Marital Status | : | Unmarried |
| Passport No | : | BP 0703272 |

**Reference**

Md. Anamul Haque

Admin & Controller at

Japanese universities Alumni Association in Bangladesh (JUAAB).

Cell : +8801919491482

**Date: ................**

**Masud Rana**