***Md. MijanurRahman***



*Mobile: 008801779427505*

*E-Mail:* [*masum00@yahoo.com*](mailto:masum00@yahoo.com)

***Career Objectives***

"To build a long-term career in healthcare with opportunities for career growth"

"To keep up with the cutting edge of technologies"

" To use my skills in the best possible way for achieving the company's goals"

"to enhance my professional skills in a dynamic and fast placed workplace"

"to solve problems in an effective/creative manner in a challenging position"

"seeking a responsible job with an opportunity for professional challenges"

**Academic Profile**

**Bachelor of Business Administration (BBA)**

Result : CGPA - 3.60 (out of 4.00)

Major : Marketing

Passing Year : 2009

Institute : DarulIhsan University

**Higher Secondary Certificate (HSC)**

Group : Business Studies

Result : GPA-3.00 (out of 5.00)

Passing Year : 2004

Board : Comilla

Institute : Dalal Bazar Degree College

**Secondary School Certificate (SSC)**

Group : Business Studies

Result : GPA-3.13 (out of 5.00)

Passing Year : 2002

Board : Comilla

Institute : Kaman KholaOliUllah Muslim Polytechnic Academy

***Special Qualification***

**1 :IELTS**

*IDP Australia Cambridge University*

*Duration : 2010 December 20th*

*Result : 6.00*

*Location : Chittagong ( Bangladesh )*

**Duties /Responsibility**

* Ability to work independently on multiple tasks with time sensitiveness
* Ability to be a self-motivated, enthusiastic team player to exhibit a high level of personal drive and initiative.
* Ability to interact with all levels of employees, including senior executives, in a courteous, helpful and professional manner.
* Working knowledge of Microsoft Office applications, including Word, Excel and PowerPoint. Internet browsing
* Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens.
* Ethics - Treats people with respect; inspires the trust of others
* Organizational Support - Follows policies and procedures; Completes tasks on time.

***Specialization:***

|  |  |
| --- | --- |
| **Fields of Specialization** | ***Description*** |
| · Banks & Financial  · Service Sector | Transport & Logistics, Bank & Finance, Leasing. Industry. Exchange. Customer Service.  Hospitality Service, Front Desk operator, Customer relationship Manager, Supervisor ,Cashier. |

**Competencies :**

Computer Skill: Operating System (Win 98, Win 2000 & Win XP), Application Package (Office 2000, 2004 & 2007), Internet & E-mail.

**Interest:**

Personal: Interested in browsing net, Social beneficiary, Reading books, Magazine& Traveling to different areas of country.

**Experience :**

Company Name : MECO Metal Industries

Designation : Account Officer

Duration : From 16th April 2005 to 27th September 2007

Country : Bangladesh ( Dhaka )

Company Name : UAE Exchange

Designation : Assistant Customer Service

Duration : From 26th January, 2012 to 15th November, 2012

Country : UAE (Abu Dhabi)

Company Name : MacDonald

Designation : Crew Member (As a Par time)

Duration : From 25th August, 2015 to 12th June, 2016)

Country : Sweden (Stockholm)

Company Name : Moves Consulting Firms

Designation : Administrative Assistant

Duration : 1st July 2016 to Until Now

Country : Bangladesh ( Dhaka )

**Personal Profile :**

Name : Md. MijanurRahman

Father’s Name : Late MofizurRahman

Mother’s Name : Sayra Begum

Spouse Name : FarzanaNazera

Date of Birth : 28th December, 1985

Marital Status : Married

Religion : Muslim

Nationality : Bangladeshi

**Declaration:**

*I declare that the above facts given by me are true to the best of my knowledge and belief.*

Signature &Date ......................................

(Md. MijanurRahman)