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**Profile of**

**Md. Harun or Rashid**

Email: mamunsatkhira786@gmail.com

**Contact No: 01761836102**

#### Name of the post:

***Career Objective***

*To achieve a challenging position in a progressive organization, where I can prove my skills and creativity ability as well as I can discover a new dimension of understanding and learning required for performing with full potential to the organization.*

***Personal Details***

**Name**  **:** **Md. Harun or rashid**

**Father’s name** **:** Md. Sazzat hossain

**Mother’s name**  **:** Rabeya khatun

**Date of birth**  **:** 20-11-1986

**Marital Status :** Unmarried

**Religion**  **:** Islam

**Height**  **:** 5- 4"

**Weight** **:** 57 kg

**Nationality** **:** Bangladeshi (by birth)

**National ID No** **:** **8718281389765**

***Present & Permanent address***

**Village**  **:** Taltola

**Post**  **:** Binerpota

**Thana**  **:** Satkhira Sadar

**Upozela** **:** Satkhira

**District** **:** Satkhira

**Post code** **:** 9400

**Division** **:** Khulna

**Mobile No** **: 01761836102**

***Educational Qualification***

**🟈 (S.S.C) Secondary School Certificate Examination**

**Group : Humanities**

**Year of Passed : 2003**

**GPA : 2.88**

**🟈 (H.S.C) Higher Secondary School Certificate Examination**

**Group : Humanities**

**Year of Passed : 2008**

**GPA : 4.00**

**🟈 (B.A) Bachelor of Arts**

**Group : B.S.S**

**Year of Passed : 2012**

**Division : 2nd Class**

**🟈 (M.A) Masters of Arts**

**Group : Islamic History & Culture**

**Year of Passed : 2014**

**CGPA : 3.00**

***Working Experience***

**1.** 1st January 2015 to still now working as an “**Administration Officer cum Public Relationship Officer”** under **(Satkhira Public School & College.) Satkhira.**

***Computer Knowledge***

**1.** Good working knowledge about Microsoft Office, Excel, Access, PowerPoint.

**2.** Computer Assembling.

**3.** Installation various kinds of software.

**4.** Maintenance hardware **&** Local Area Network.

**5.** Internet Browsing.

**6.** Good typing speed Bangla 25 & English 30 per minutes.

***Language Proficiency***

**1. Bengali :** Excellent written and verbal communication skills in Bangla.

**2. English :** Able to English Read, Write & Speak medium.

***Reference (1)***

**Name** **:** Harun or rashid

**Village** **:** Magura

**Post** **:** Binerpota

**Thana**  **:** Satkhira

**District** **:** Satkhira

**Occupation** **:** Job

**Company name** **:** Bangladesh Army

**Mobile No** **: 01722645423**

***Reference (2)***

**Name**  **:** Md. Asaduzzaman

**Occupation**  **:** Job

**Designation** **:** Computer Instructor.

**Company name :** Anowara Khan Memorial Vocational Training Center, (Rasulpur, Satkhira).

**Mobile No**  **:** **01912102809**

**Signature:**