

# RESUME OF MD. TANZIDUL ISLAM

- **Mailing Address :**

Holding- Haji Iqbal Bhaban, Road- Amin Contractor  
Road, Post office: Rampur- 4224, Halishahar, Chittagong.

- **Cell No. :** +88 01818 – 95 97 75
- **E-mail :** Jabirctg1212@gmail.com



## BIOGRAPHY

### ≡ Career Objective:

My desire is to build up a career in a well acclaimed organization where I can prove my skills and devotion through challenges and growth oriented activities. I have sheer interest to work in an administration where I can prove myself.

### ≡ Academic Qualification:

#### Bachelor of Business Administration (B.B.A.)

Passing year- **2013**

Major	:	ACCOUNTING.
University	:	National University, Bangladesh.
Institution	:	Govt. College of Commerce, Chittagong.
Result	:	CGPA- 2.80 Out of 4
Session	:	2009-2010

#### Higher Secondary Certificate Examination (H.S.C.)

Passing year- **2009**

Institution	:	Uttar Kattali Al-Haj Mostafa-Hakim Degree College, Chittagong.
Board	:	Chittagong Board.
Group	:	Business Studies.
Result	:	GPA- 4.30 Out of 5

#### Secondary School Certificate Examination (S.S.C.)

Passing year- **2007**

Institution	:	P. H. AMEEN ACADEMY, Chittagong.
Board	:	Chittagong Board.
Group	:	Business Studies.
Result	:	GPA- 4.19 Out of 5

## ≡ Language Skills:

- ✓ Proficient in Bengali both oral and written.
- ✓ Excellent communicative skill in English both speaking & writing.

## ≡ Computer Skills:

Computer applications with “MS OFFICE, NETWORKING AND HARDWARE MAINTENANCE” computer trade of 06 (six) months course completed from Technical Training Centre under “BUREAU OF MANPOWER, EMPLOYMENT AND TRAINING”.

- ❖ **MICROSOFT OFFICE MANAGEMENT APPLICATIONS:**  
**ADVANCE LEVEL:** Microsoft WORD, Microsoft Excel, Microsoft Power Point.  
**BASIC LEVEL:** Microsoft Access, Microsoft OneNote & Microsoft Outlook.
- ❖ **OPERATING SYSTEM:** MICROSOFT WINDOWS XP, 7, 8, 8.1 & 10.
- ❖ **INTERNET BROWSING & EMAIL APPLICATION.**
- ❖ **Reasonable TYPING proficiency in BOTH ENGLISH & BENGALI.**
- ❖ **Computer Hardware & Software** Installation and Maintenance.
- ❖ **GRAPHICS:** VERY BASIC LEVEL: ADOBE PHOTOSHOP & ILLUSTRATOR.
- ❖ Working knowledge with **MICROSOFT SWAY & CLOUDING SYSTEM** (Online File storage & sharing site) such as **One drive, Google drive, Dropbox** etc.

## ≡ Other Skills & Personal Qualities:

- Excellent Communication and Interpersonal Skills.
- Capable to adopt any environment quickly to work.
- Co-operative.

## ≡ Interest & Hobbies:

- Reading books, Book collection, Learning new things, Traveling etc.

## ≡ Personal Details:

<b>NAME</b>	:	<b>MD. TANZIDUL ISLAM.</b>
<b>Father's Name</b>	:	<b>KAZI NAZRUL ISLAM.</b>
<b>Mother's Name</b>	:	<b>FERDOUSI SULTANA.</b>
<b>Permanent Address</b>	:	Holding- Haji Iqbal Bhaban, Road- Amin Contractor Road, Post office: Rampur- 4224, Halishahar, Chittagong.
<b>National ID No</b>	:	19901593525000049
<b>Date of Birth</b>	:	27 <sup>th</sup> JULY, 1991
<b>Nationality</b>	:	Bangladeshi (by birth)
<b>Marital Status</b>	:	Unmarried.
<b>Gender</b>	:	Male.
<b>Blood Group</b>	:	B <sup>(+ve)</sup>
<b>Height</b>	:	5'-10''
<b>Religion</b>	:	Islam.

## References:

**Md. SHAWKAT ALI,**  
Assistant professor,  
Dept. of Accounting,  
Govt. College of commerce, Chittagong.

**Md. Zahir Hossain Chowdhury,**  
Assistant professor,  
Dept. of Accounting,  
Govt. College of commerce, Chittagong.

## DECLARATION:

I certify that the information supplied by me in this form is correct to the best of my knowledge.

Signature: \_\_\_\_\_

