

RÉSUMÉ OF

MUHAMMAD MAMUNUR RASHID



OBJECTIVE:

To show my aspiration to become a quick learner and to prove myself as a sincere and energetic person through extensive hard work, honesty and incessant creativity to a well renowned institution for having a respective and challenging career where my educational Qualification and creativity will be utilized with full potential.

EDUCATION:

▪ **MBA (Finance & Banking)**

Institution : Prime University
Result : 2.73 out of 4.00
Year : 2014

▪ **B.A (Bachelor of Arts)**

Institution : National University
Result : 2nd Class
Year : 2006

▪ **Higher Secondary School Certificate (H.S.C)**

Institution : Bajitpur Degree College, Kishoregonj
Result : 3rd Division
Group : Humanities
Year : 2002

▪ **Secondary School Certificate (S.S.C)**

Institution : Bajitpur Pilot High School, Kishoregonj
Result : 2nd Division
Group : Humanities
Year : 1999

COMPUTER SKILLS:

I completed six month program in Urban Social Service Program (Development of Social Services, Ministry of Social Welfare, Bangladesh.)

Operating system: Windows XP, Vista.

Office Management: MS Word, MS Excel, MS Power Point.

Internet: Internet browsing, E-mail.

EXPERIENCE:

- Sales Promoter: Finder (Vehicle Tracking System) a concern of MONICO LIMITED (16.05.2010 to 28.12.2010)
- Admin Executive: Anannya Surveyors Ltd. Collection insurance Claim, Prepare Report, Maintain Account, Collection Check & Others. (02.11.2013 to 31.08.2017)
- Executive (Sales Admin) : Abdul Monem Ltd. (05.11.2017 to 31.01.2021)
- Sr. Executive (Sales Admin) : Abdul Monem Ltd. (01.05.2021 to Till Date)

Mailing Address:

166 Touhida Cottage, Ahmed Nagar,
Mirpur-1, Dhaka-1216.

Cell: 01914-300751

Email: - mr.mamun30@gmail.com

Other Skills and Abilities

- ☐ Able to work under pressure in a challenging environment,
- ☐ Enthusiastic, dynamic, energetic & able to overcome obstacles,
- ☐ Flawless coordination,
- ☐ Able to work in a group and cope up with changing situation.

PERSONAL DETAILS

Father's Name : Muhammad Abul Kalam
Mother's Name : Fatama Begum
Date of Birth : January, 01, 1984
Nationality : Bangladeshi
Religion : Islam
Marital status : Married
Blood Group : A+(ve)
Voter Id No. : 4820601415373
Permanent Address : Village:-Rabarkindy, P.O.:-Bajitpur,
P.S.:-Bajitpur, Dist: - Kishoregonj.

REFERENCES

1. Dr. Abu Numan Md. Atahar Ali
Proctor,
North South University, Dhaka.
Mob: 01717-345297.
2. Md. Matiur Rahman
Team Leader, B-SkillFul
SWISS CONTACT
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Dhaka-1212, Bangladesh
Cell No.01712-552373

I hereby declare that the information furnished above is correct, true and authentic to the best of my knowledge & belief.

Yours Truly,

Md. Mamunur Rashid