

RESUME OF MD GOLAM RABBANI

House: 10, Road: 02, Block: A, Banasree, Dhaka 1219

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CARRER OBJECTS

Have a strong mentality and personality to do prosper in career with positive attitude in any types of legal organization. I have strong desire for a challenging job in a zestful and progressive institution where my creative approaches and innovative potentials can be effectively utilized.

KEY STRENGTH

- Ability to cope up with different situation.
- Able to set priorities and routine task.
- Co-operative and innovative.
- Can learn quickly the necessary details of work.
- Possess the necessary dynamism to achieve result.
- Confident to express creativity in any job field.
- Able to interact with people at all level.

EDUCATION AND QULIFICATION

BSc Engineering

Institute	: Daffodil International University
Department	: Electrical and Electronics
Result	: 3.03 (out of 4.00)
Passing year	: 2020

Diploma in engineering

Institute	: Srijonshil Polytechnic Institute
Department	: Electrical
Result	: 3.29 (out of 4.00)
Board	: BTEB
Passing year	: 2015

Secondary School Certificate (SSC)

Institute	: Ghoshgram Kafilia High School
Group	: Science
Board	: Rajshahi
Result	: 4.00 (out of 5.00)
Passing Year	: 2011

VOLUNTEERING EXPERIENCE

- **Member at DIU EEE club**
Duration: 4 years
- **Member and Associate Volunteer at Ganer Pathshala (Kinder garden school)**
Duration: 2 years
- **Air Rover Scout- Daffodil International University, Bangladesh**
Duration: 2 years (Continue)

EMPLOYMENT HISTORY

- **Part time trainer (July 2015 –December 2015)**
Organization : Joypurhat Upazila
Job Description : Adobe Photoshop, MS Word
Location : Joypurhat
- **Office Executive (June 2018 – March 2019)**
Organization : Dolphin Digital & BPO
Job Description : Compile financial report, interacts with clients & visitors, Support customer management, proposal making, Organize office activities, Arranges meeting, Promotional & field marketing, Office paper management, Social media monitoring etc.
Location : House 11, Road: 14, Sobhanbag, Dhaka 1207

TRAINING

- **Electrical Maintenance Internship (May 2019 to July 2019)**
Organization : Bangladesh Power Development Board
Location : Shantahar, Bogra
Duration : 3 months
- **Training on Electronics (May 2014 to July 2014)**
Organization : Ministry of Youth and Sports
Location : Sabuj Nagar, Joypurhat
Duration : 3 months

COMPUTER LITERACY

- **Computer Hardware:** Diagnosis of Computer Hardware.
- **MS-Office Suite:** Microsoft Word, MS Excel, MS Power Point, MS Access, MS One Note, MS Publisher
- **Software Skill:** Adobe Photoshop, Adobe Illustrator, Adobe After Effect
- **Networking & Internet:** LAN Connection configures LAN Troubleshooting and Maintenance, IP Addressing, Internet Browsing, E-mail etc.

ACADEMIC PROJECTS

- **Digital Temperature Meter** (Both Celsius and Fahrenheit)
- **Automatic Control Home Appliance & Power Supply**

PERSONAL INFORMATION

Name : Md Golam Rabbani
Father's name : Abdul Jalil
Mother's name : Sheuli Begum
Date of birth : 15-10-1995
Marital status : Single
Sex : Male
Height and weight : 5' 4'' and 52 kg
Profession : Engineer
Nationality : Banagladesh (by birth)
Religion : Islam
Blood group : O+ (positive)
Permanent Address : Vill: Ataikula, PO: Kashimpur
PS:Raninagar, Dist: Naogaon

LANGUAGE PROGICIENCY

Bangle (Professional working proficiency)
English (Professional working proficiency)
Hindi (Native or bilingual proficiency)

REFERENCES

1. Name : **MIR KAOSAR AHMED**
Organization : Daffodil International University
Position : Lecturer in Mathematics, DGED
Email : kaoser.ged@diu.edu.bd
Mobile : 01716332678

2. Name : **Ashif Mahmood**
Organization : Bangladesh Army
Position : Major
Email : ashifmahmood@gmail.com
Mobile : 01716760437

Signature