

CURRICULUM VITAE **OF** **MD. RIFAT UZ ZAMAN**

Contact No.: 01672-627417

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CAREER OBJECTIVE

Build up career in a reputed organization where I could use my interpersonal skill potential abilities and where there is a scope to utilize my knowledge and experience to develop and contribute.

Employment History

M/S Maa Enterprise

Kishwan Distribution Ltd. Comilla Zone

Duties/Responsibilities

1. Daily update accounts.
2. Maintain journal.
3. Maintain ledger.
4. Maintain cash position.

Sales Representative

Kishwan Distribution Ltd. Comilla Zone

From: 11-01-2017 to 08-11-2018

EDUCATIONAL QUALIFICATIONS

M.B.A

Institution : Comilla Victoria Govt. College

Subject : Management

Result : 3.31

Passing Year : 2016

University : National University

B.B.A

Institution : ComillaVictoriaGovt. College

Subject : Management

Result : 2.93

Passing Year : 2015

University : National University

Higher Secondary Certificate (H.S.C)

Institution : Comilla Victoria Govt. College

Board : Comilla

Group : Business Studies

Passing Year : 2009

GPA : 3.90 (5.00)

Secondary School Certificate (S.S.C)

Institution : IbneTaimiya School& College

Board : Comilla

Group : Business Studies

Passing Year : 2007

GPA : 4.56 (5.00)

LANGUAGE SKILLS

Have a good command both in Bengali and English.

STRENGTHS & CAPABILITIES

Hard working
Self-motivated, Enthusiastic and Punctual
Dynamic and creative in thinking
Sense of good organizational behavior
Capable to face aggravate situation

EXTRA CURRICULAR ACTIVITIES

Traveling Different Places
Watching Islamic Programs.

COMPUTER PROFICIENCY

- MS Office 2003 & 2007 (MS Word, MS Excel, MS Access, MS Power Point)
- Essential Internet Skills

PERSONAL DETAILS

Name	: Md. Rifat Uz Zaman
Father's Name	: Md. Abdur Razzak
Mother's Name	: Farjana Rahman
Present Address	: Village- Katabill, Post: Comilla, P.S: ComillaSadar, District: Comilla.
Permanent Address	: Village- Katabill, Post: Comilla, P.S: ComillaSadar, District: Comilla.
Date of Birth	: 07/08/1991
Nationality	: Bangladeshi (By Birth).
Religion	: Islam
Marital Status	: Unmarried

Signature



(Md. Rifat Uz Zaman)

Date :.....