

RESUME OF MD. ANISUR RAHMAN



Mailing & Permanent Address:

Md. Anisur Rahman

S/O: Md. Abdul Hamid

656, West Shewrapara, Mirpur, Dhaka-1216

Mail: anisurrahman6561@gmail.com

Cell no. : **01791311859, 01778046387**

CAREER OBJECTIVE

In the beginning of my career I'm highly desired to work in a reputed organization where I shall be able to explore my capabilities and gradually develop knowledge, skill and abilities to perform duties and responsibilities efficiently and effectively to add values to your organization where I will find ample and opportunity to work and to promote to a significant position.

SCHOLASTIC RECORDS

Name of Exam/Degree	Concentrating/Major	Institution Name	Passing Year	GPA/CGPA (Out of)
B.B.A (2013-2014 session)	Accounting	Dhaka City College	2017	3.17 (Out of 4.00)
H.S.C	Business Studies	Dhaka commerce College	2012	5.00 (Out of 5.00)
S.S.C	Business Studies	Shere Bangla Nagor Govt. Boys High School	2010	5.00 (Out of 5.00)

COMPUTER LITERACY

Knowledge on MS Word, MS Excel, Power Point, Open Office Suit & Internet Browsing etc.

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bengali	Excellent	Excellent	Excellent
English	Good	Good	Good

ACHIEVMENT

- Got Champion award form Dhaka City College for Product Development Competition.
- Got award from Dhaka City College as a Best Class Representative.

EXTRA CURRICULUM ACTIVITIES

- Engaged with blood donation groups & voluntary activities, Photograph, Challenging event etc.
- Served as a monitor named C.R at Dhaka City College.
- Served as a Student Councilor at Dhaka City College.

STRENGTHS/TRAITS & SKILLS

- High degree of initiative.
- Able to work within tight schedules.
- Good writing skills.

TRAINING / TRAININGS

- 3 Month Internship at Social Islami Bank Limited.

PROFESSIONAL CERTIFICATE

- Diploma in Multilingual Secretarial Science and Computer Science & ICT

SPECIALIZED SKILL

- Fast Typing Speed.

HOBBIES

- Reading novels, Traveling, Sports, listening to music.

PERSONAL DETAILS


Name	: Md. Anisur Rahman
Father's Name	: Late Md. Abdul Hamid
Mother's Name	: Late Anjuman Ara Begum
Date of Birth	: 31/10/1995
Nationality	: Bangladeshi (By Birth)
Religion	: Islam
Marital Status	: Married (Spouse Name: Nasrin Akter Tumpa)
Blood Group	: O+
National Id	2822828618

REFERENCES

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|---|---|
| 1. Sohel Ahmed
Associate Professor & Coordinator
Department of Business Administration
Dhaka City College
Mobile: 01715-134300
E-mail: sahmed_011@yahoo.com | 2. Refatun Nahar
Lecturer
Department of Business Administration
Dhaka City College
Mobile: 01677-379111
E-mail: tania_04a@yahoo.com |
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DECLARATION

I certify that the above statements and information are correct and complete.


(Md. Anisur Rahman)