

Curriculum Vitae of  
**MD. ABU TALHA**

**Mailing Address:**

Village: Digholdangi, Post Office: Berakuthi,  
Upazilla : Nilphamari Sadar, Dist : Nilphamari.

**Contact :**

Mobile : +8801749829081,

E-mail : [talhahr6283@gmail.com](mailto:talhahr6283@gmail.com)

Alternative Email: jubayert0@gmail.com



**Objectives :**

I want to prove my abilities and intend to work in a challenging competitive environment where sense of responsibility and commitment are required, where dignity of work provides job satisfaction and the place of work provides potential avenues for learning, growing and achieves hierarchy of the organization.

**Employment History:**

**Total Year of Experience : 4.04 Year(s)**

**North's Egg Limited** (Boro Kocabari, Doulatpur, Thakurgaon) **Head Office:** House:5/A,Road:25/A,  
Block:A,Banani,Dhaka-1213.

Department : Human Resources & Admin.

Designation : HR & Admin In charge.

Joining Date: 01 November 2017.

Ending Date : 31 December 2020.

**Jobs Responsibilities:**

- Office Management.
- Workers Recruitment.
- Workers Salary Report Prepared.
- Bill checking.
- Security Management.
- Transport Management.
- Workers Counseling.
- File Update.
- Procurement Management.
- Workers disciplinary Action.
- Commercial Work.
- Security Management.
- Shed Management.
- Feed mill Management.
- Outsaid Management.

## **EVERGREEN PRODUCTS FACTORY(BD)LTD.**

Plot: 20-36, Sector-1, Uttara EPZ Shangalshi, Nilphamari.

Department : Human Resources.  
Designation : Junior Executive.  
Joining Date : 30 July 2016  
Ending Date : 31 October 2017

### **Jobs Responsibilities:**

- Workers Recruitment.
- Workers Salary Report Prepared.
- Workers Counseling.
- File Update.
- Floor Management.
- Workers disciplinary Action.
- Hopcom Software input another work.

### **Academic Tract Record :**

#### **Masters of Business Administration(MBA) in Accounting 2014.**

- Result : CGPA-3.16
- Institute : Carmichael College, Rangpur.
- National University.

#### **Bachelor of Business Administration (BBA) in Accounting, 2013.**

- Result : **CGPA - 2.76**
- Institute : Carmichael College, Rangpur.
- National University.

#### **Higher Secondary Certificate Examination (H.S.C), Commerce Group, 2009.**

- Result : GPA- 3.40
- Institute : Kamar Pukur Degree College.
- Board : Dinajpur.

#### **Secondary School Certificate Examination (S.S.C) Science Group, 2007.**

- Result : GPA-3.81
- Institute : Kaya Ghola Hat School and College .
- Board : Rajshahi.

### **Driving Licence :**

Have a driving license by the Bangladesh Road Transfer Authority.

### **Language Proficiency :**

Bangla : Excellent in both Spoken and Written.  
English : Good in both Spoken and Written.

## **Computer Literacy :**

- Operating System : Windows XP, Vista, Windows 7, Windows 8.
- Application : Microsoft Office 2003/2007.
- **Have adequate knowledge and experience about the Internet.**

## **Personal Profile :**

Name : Md. Abu Talha,  
Father's Name : Md. Ahmmed Ali,  
Mother's Name : Most. Khadiza Begum,  
Date of Birth : 12/06/1992,  
Sex : Male,  
Civil Status : Married,  
Height : 5'7"  
Weight : 69 kg,  
Nationality : Bangladeshi by birth,  
National ID No. : 7337448380,  
Religion : Islam (Sunni),  
Blood Group : A<sup>+</sup>ve  
Permanent Address : Vill :Digholdangi, Post : Berakuthi,  
P.s : Nilphamari Sadar, Dist : Nilphamari.  
Present Address : Vill :Digholdangi, Post : Berakuthi,  
P.s : Nilphamari Sadar, Dist : Nilphamari.

## **Reference :**

1. **Name** : Md. Abdulla Al Mamun.  
**Designation** : Manager (HR & Admin).  
**Institute** : North's Egg Limited  
**Address** : House:5/A,Road:25/A,Block:A,Banani,Dhaka-1213.  
**Mobile** : +8801712-133906,  
**Relation** : Professional.

2. **Name** : Md. Asgar Ali.  
**Designation** : Officer.  
**Institute** : Brac Bank.  
**Address** : Mahadevpur, Naogaon.  
**Mobile** : +8801737500251,  
**Relation** : Friend.

**Signature**



**(MD. ABU TALHA).**