

RESUME of
MD.SAIFUR RAHMAN
19/A South Sheikhi , Dania , Jatrabari , Dhaka-1226
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Email: saifur.liton1@gmail.com



CAREER OBJECTIVE

To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work.

EMPLOYMENT HISTORY

M A GARMENTS ACCESSORIES

Executive Assistant (April 2019 to Running)

Company Location: 32, Purana Paltan, Dhaka.

Responsibilities:

- ❖ Always Checking E-mail and Give feedback
- ❖ Follow up Work Order Basis Work.
- ❖ Communicate with buyer.

PROFESSIONAL TRAINING

- ❖ Day Training on Company & Company Formation from Alternate Perception.
- ❖ Day Training on Interview Tips & Technique from Sanguine Education Ltd.
- ❖ Graphic Design Training from Creative IT Institute.

EDUCATIONAL QUALIFICATION

Diploma : Diploma in Apparel Merchandising
BGMEA University of Fashion & Technology (BUFT)
Result: 3.18 out of 4.00

Higher Education : Bachelor of Business Administration (BBA- Major: Marketing)
Bangladesh Islami University
Result 2.93 out of 4.00 (2013-2017)

Higher Secondary : Dania University College
Business Studies
Dhaka Board
Result 4.30 out of 5.00 (2011-2012)

Secondary : Barnamala Adarsha High School
Business Studies
Dhaka Board
Result 4.94 out of 5.00 (2009-2010)

PERSONAL DATA

Father's Name : Late Md. Siddiqur Rahman
Mother's Name : Momotaz Begum
Nationality : Bangladeshi by birth
Sex : Male
Marital Status : Single
Religion : Islam
Date of Birth : 30 Jan, 1995
Blood Group : AB+
Height : 5.4feet
NID Number : 145 810 4393
Permanent Address : 70/17 Islambagh, Lalbagh, Posta, Dhaka

COMPUTER SKILL

Operating System : Windows XP, 7&10
Office Management : MS office word, MS excel basic, MS Power point.
Others : Adobe Photoshop CS6, Adobe Illustrator CS, Web Research
Internet Browsing, Data Entry (English).

LANGUAGE SKILL

Speak and write Bangla and English quite well.

INTEREST & HOBBIES

Listening Song, Cycling & also enjoy to Ride Bike.

EXTRA CURRICULAR ACTIVITIES

- ❖ Trying to manage Blood for needy people.
- ❖ Trying to work for street children.

Signature:

Saifur Rahman