

**Curriculum Vitae
Of
Md. Sahajadur Rahman**



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Present Address:

Word no-01, Vill-Nurpur, Post: Churamonkathi, P.S: Kotoali, Dist: Jashore

Permanent Address:

Word no-01, Vill-Nurpur, Post: Churamonkathi, P.S: Kotoali, Dist: Jashore

Career Objective

To build a successful career with a reputed organization that ensures me to meet organizational objectives with strong commitment, devotion, hard working and sincerity and intend to work in a challenging and competitive environment where strong sense of responsibility and commitment requires that results the dignity and satisfaction of work

Self Assesment

- I am confident enough to face any type of challenge.
- I believe that it will be my constant endeavor and dynamic nature to make myself an appropriate specialist according to needs.

Academic Achivement

Name of Exam	Board	Group	Institute Name	Passing Year	Result- GPA/ CGPA
SSC	Jashore	Commerce	Cantonment high school, Jashore	2012	4.63
HSC	Jashore	Commerce	DR. Abdur Rajjak Municipal Cillege, Jashore	2014	3.80
BBA(H ON'S)	N.U.	Management	Cantonment College, Jashore	2018	3.14

Job Experience		
Organization	Position	Duration
SoftTech-It Institute	Executive Officer	Nov(2019) – July(2020)

Language Proficiency				
Language	Listening	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Better	Better

Computer Literacy		
1	Operating System	Windows 7,8.1 & 10
2	Word Processing	Microsoft Word
3	Spread Sheet Analysis	Microsoft excel, Microsoft Access
4	Presentation	Microsoft Powerpoint
5	Speacial	Internet Browsing, Data analysis, E-mailing, Data entry, Wordpress.

Personal Information

Name- Md. Shajadur rahman
 Father's Name- Md. Shamsur Rahman Biswas
 Mother's Name- Fatema Aktar
 Date Of Birth- (01-01-1996)
 NId- 3302767128
 Height- 5'11" (180cm)
 Weight- 78kg
 Blood group- O+ (ve)
 Religion- Islam (Sunni)
 Maritarial Status- Unmarried
 Nationality- Bangladeshi

Extra Curricular Activities

- Leadership Skills
- Team Work
- Time Management
- Hard Work
- Problem Solving
- Sports
- Tour's & Travel

Declaration

“I do hereby declare and certify that all information stated above in this resume is true and complete to the best of my knowledge and belief.”

Reference-1

Name- Arzan Ali

Present Organization- Cantonment College, Jashore

Mobile- +8801912425600

Relation- Teacher.

Reference-2

Name-Nur Nobi Roni

Present Organization- SoftTech IT Institute

Mobile- +8801762710411

Relation- Professional.

Signature