

MD. MIRAZUL ISLAM (MIRAZ)



CARRER OBJECTIVE

To dedicate & develop my career in a well reputed national and international organization, possessing a challenging working environment & appreciation with fast track career development.

ACADEMIC QUALIFICATION

B.Sc. Hon's in Computer Science and Engineering

University: Daffodil International University (DIU)

Batch : 2012

Passing Year : 2016

CGPA : 3.08 in the scale of 4.00

Higher Secondary School Certificate (H.S.C.)

Passing Year: 2010

College: Rajuk Uttara Model College

CGPA : 4.30 in the scale of 5.00

Secondary School Certificate (S.S.C.)

Passing Year: 2008

School: Alhaj Asir Uddin Sardar High School

CGPA : 5.00 in the scale of 5.00

CAREER HISTORY

Positions held:

Apprentice

Daffodil International University (DIU)
Human Resource Development Institute (HRDI), DIU

Dolphin Computers Ltd.

Daffodil Institute of IT (DIIT, NU)

Daffodil Computers Ltd.

June 16, 2016 to November 15, 2016.

Current Position:

Assistant Manager -

**HRM, MIS, Group Resource Coordination
& New Business Development**

Jobsbd.com

From September 01, 2017 & Continuing

Assistant Administrative Officer

Office of the Chairman

Daffodil International University

Daffodil Family

IT Executive

Daffodil Software Ltd.

Daffodil Computers Ltd.

From November 16, 2016 & Continuing

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Good

Contact :

Md. Mirazul Islam Miraz

House no-168/7, Uttar Gazirchat,

Ashulia, Savar

Dhaka, Bangladesh

Mobile : 01680322772

E-mail: mirazul991@gmail.com

Facebook: miraz991

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Skype: pavel99120

LinkedIn : [https://www.linkedin.com/in/](https://www.linkedin.com/in/miraz991/)

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SPECIALIZATION

Fields of Specialization	
<ul style="list-style-type: none"> Business Development Group Resource Management HRM Management Information System CRM & other Software Training Corporate Database Management, and MIS Project Administrative Assistance on office Management Program/Stall/Pavilion Coordination in different Mega Fair Leadership Counseling Creativity Skills Presentation Skills Good Communication Skills Implementing Office Policies and Procedures for Employees Trainer on E-mail, SMM and using different Software Honesty & Positivity 	<ul style="list-style-type: none"> Team Development, Motivator & Happiness Manager Social Media knowledge and Skills Corporate & Online Marketing Preparing various Business Reports, Business Proposal, Meeting Minutes etc. Competitive Corporate Market Analysis for different Product and Services Preparing the content of website, different brochures, flyer of different products. Research Skills & Knowledge Microsoft Office Packages – Word, Excel, PowerPoint, Visio, Publisher Expertise on Google Apps Handworker and can be fit with any Task Team Work Quick Learner

PROFESSIONAL TRAINING/ CONFERENCE/ WORKSHOP/ SEMINAR

SL.	Topic of Title	Place of Training	Sponsor	Time Length
1	Apprenticeship Program	Daffodil International University	Organization	16 Jun 2016 to 14 Aug 2016
2	CCNA Routing & Switching	New Horizons Computer Learning Center	Self	02 May 2015 to 27 Aug 2015

PROFESSIONAL AWARD/ RECOGNATION/ HONOR

SL.	Name of the Award/ Recognition/Honor	Awarded by	Year
1	Certificate of Apprenticeship Program	Daffodil International University	2016
2	Certificate of CCNA Routing & Switching	New Horizons Computer Learning Center	2016

Contact :

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**MD. MIRAZUL ISLAM
(MIRAZ)**

PERSONAL DETAILS

Father's Name : Md. Abdus Sattar
Mother's Name : Maksuda Begum
Date of Birth : December 25, 1993
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House no-168/7, Uttar Gazirchat,
Ashulia, Savar, Dhaka
Current Location : Dhaka
National ID Number : 19932617239000588
Passport Number : BM0974455
Blood Group : B+

INTERESTED WORKING AREA

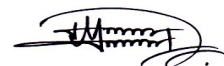
Looking for	: Full Time Job
Preferred Job Category	: Admin/HR /MIS/IT/Telecommunication & Customer Support/Project Management
Preferred Job Location	: Dhaka or Abroad
Preferred Job Area	: Multinational Companies, Banks, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, Trading or Ex-port/Import, Engineering Firms, Mobile Accessories Companies

REFERENCES

Reference 1	Reference 2
Mr. Shah Walilul Manzoor Chief Business Specialist (CBS) Jobsbd.com E-mail : shahwalilulmanzoor@gmail.com	Adv. Sowmik Ahmed Advocate (Income Tax and High Court Division) Govt. Service (FWV) E-mail : sowmikahmed@yahoo.com

SIGNATURE

I declare that, all the information given about my personal and educational info is fully true and correct.



(Md. Mirazul Islam)

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