

Curriculum Vitae Of

Md. Forkan

Address: House No-15, Golden Street, Shyamoli.
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Career Objective

To succeed in an environment of growth and excellence and earn a job that provides me job satisfaction, self-development and help me to achieve personal as well as organizational goals.

Personal Attributes

“Get the job done”-attitude, Hardworking, Good at teamwork, Good competency in Business research works, Energetic and determined on the decisions.

Educational Background

- **Bachelor of Business Administration (BBA) - 2019**
Bangladesh University of Business and Technology (BUBT)
Major: Marketing
CGPA: 3.29 (on a scale of 4.00)
- **Higher Secondary Certification Examination (HSC) – 2014**
Govt. Bangla College
Concentration: Business Studies
GPA: 3.60 (on a scale of 5.00)
- **Secondary School Certification Examination (SSC) – 2012**
Badshah Faisal Institute (school & college)
Concentration: Business Studies GPA: 3.63 (on a scale of 5.00)

Work Experiences

Internship from ACME Laboratories Limited
Duration: 3 months (23rd October 2018 to 22nd January 2019)
Department: Account & Finance

- Core responsibilities were to check back the Transit Reconciliation of Finished Goods (Trade Value).
- Another major task was to check out the monthly Stock Sheet with Reconciliation Statement (Trade Value and Standard Cost).
- Checking of Voucher and L/C costing slip for import item (Spare Parts, Promotional Gift Item).
- Collection of required data & input them in MS Excel sheet.

Presentation Skills

Individual and group presentation experienced.

Computer Skills

Microsoft office Suite (Word, Excel, PowerPoint)

Linguistic Skill

- Linguistic Ability : Fluent in Bengali and English
- Communication : Excellent interpersonal and communication skills.
- Other : Punctual, reliable and hard working.
- Able to pick new concepts quickly and self-motivated to learn.

Private Tuition Experience

English Medium from class 1-5.

Extra-Curricular Activities

- February 2015- May2018: General Member of BUBT Sports Club.
- February 2015 – May 2018: Volunteer- Executive Member- BUBT Business Club.
- I have attended in the entire career guidance workshop in my University.

Volunteer Working Experience

Volunteer at BUBT Boishakhi fair 2018.

Corporate Social Responsibilities (CSR) Activities

Member at BUBT Blood Donors' Society.

Personal Information

Name	:Md. Forkan
Father's Name	:Md. Abdul Motin
Mother's Name	:Hosne Ara Begum
Present Address	:House No-15, Golden Street, Shyamoli.
Permanent Address	: Villa:-Golden Street, P/O: - Mohammadpur, P/S: - Adabor, Dist.:- Dhaka.
Date of Birth	:16 th Julay, 1997
Gender	:Male
Blood Group	:B+ (positive)
Nationality	:Bangladeshi
National Id.	: 3755502998
Religion	: Islam
Marital Status	: Unmarried

Hobbies and Interest

- Fishing
- Travelling
- Playing Cricket and Football.

References

Md. Aslam Uddin
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Md. Moniruzzaman
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Certification

I, the undersigned, hereby declare that I will be responsible for any wrong information provided here.



Md. Forkan