

## **Resume of H.M. Abu Talha**



### **Mailing Address:**

House # 7/16, Block-C, Tajmahal Road,  
Mohammadpur, Dhaka-1207.

Cell No: 01722468615

E-mail: abutalhapub@gmail.com

### **Career Objective:**

To work in a challenging environment where I can achieve my personal and employer's satisfaction by using my knowledge, skills, experience and capability. Implementing strategies, tactic, plans as well as my ethical values which I have achieved and demonstrated throughout my life and also able to work by involving acquired knowledge and experiences from education and professional life. So, if I'm given an opportunity I can prove my eligibility utilizing my strong policy making ability, leadership in teamwork's communication with correspondence and project management skills for a post that matches with my expertise. I will deliver my total support in order to achieve organization's goals and create mutual benefits.

### **Job Experience:**

#### **The Lawyers Consrtium. (1st)**

Designation: Intern Lawyer.

Joining Date: 3 March, 2016 to 21 February 2017

#### **K.S & Associates.(2nd)**

Designation: Intern Lawyer.

Joining Date: 02 April 2017 till today.

### **Major activities on behalf of the present Associates:**

- ❖ Legal writing.
- ❖ Maintain a good relation with clines.
- ❖ Handling legal cases.
- ❖ Excellent in Contract Law, Land Law, Labor Law, Company Law, Transfer of Property Act, International Law.
- ❖ On Hand knowledge on Drafting & Preparation of Legal Documents.

**Academic Qualification:****Masters of Laws (LL.M)**

Institution: The People's University of Bangladesh.

Subject: Law & Justice.

Passing Year: 2016.

Result: 3.26 (Out of 4)

**Bachelor of Laws (LL.B)**

Institution: The People's University of Bangladesh.

Subject: Law & Justice.

Passing Year: 2016

Result: CGPA 3.28 (Out of 4)

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

Institution: Ranisonkail Degree College, Thakurgaon.

Group: Humanities.

Passing Year: 2010

Board: Dinajpur.

Result: 2.40 (Out of 5).

**Secondary School Certificate (S.S.C.)**

Institution: Kindiro High School, Ranisonkail.

Group: Science.

Passing Year: 2008

Board: Rajshahi.

Result: 3.00 (Out of 5)

**Key Strength:**

Possess planning & organizing ability, interpersonal skills, and fluency in English Language. Have a history of quickly learning new tasks & trends and overcoming challenges through determination, knowledge & experience, sense of personal initiative and problem solving abilities. My special attribute's consists of Energetic and Enthusiastic, Confident and Ambitious, Self-Motivated, Team Player, Quick-Learner, Leadership, Hardworking, Cooperative and Willingness to take Challenges, Capability on Correspondence. Ability to work in pressure, extremely liable employer, very sincere and committed towards job

**Computer Literacy:**

- ❖ Operating System: Windows XP, 7,8,10.
- ❖ Software: Microsoft office, Excel, Power point, Internet Explorer & other Browsing Software

**Language:**

Appropriate command in both English & Bangla (both speaking & writing)

Also can communicate in Hindi (Speaking & Listening)

**Personal Information:**

Name : H.M. Abu Talha.  
Father's Name : Md. Mahbubur Rahman.  
Mother's Name : Nurbanu Akter.  
Date of Birth : 31.05.1991  
Nationality : Bangladeshi.  
Religion : Islam.  
Marital Status : Single.  
Sex : Male.  
Height : 5'5"  
NID : 19919428609000006  
Present Address : House # 7/16, Block-C, Tajmohol Road,  
Mohammadpur, Dhaka.  
Permanent Address : Vill: Moholbari, Post+ P.S.: Ranisonlail,  
Dist: Thakurgaon.

**Reference:****1. MD. RASHED AHAMED**

Assistant Professor & Chairman  
Department of Law & Justice  
The People's University of Bangladesh  
Cell: 01818322001  
E-mail: rashed\_bulbul@yahoo.com

**2. HASSAN MOHAMMAD IMRAN**

Sr. Officer, Accounts & Finance  
Babylon Group  
2-B/1, Darussalam Road, Mirpur, Dhaka.  
Cell: 01712929113  
E-mail: hmimran@babylon-bd.com

**Declaration:**

"I certify that all information stated in this resume, is true and complete to the best of my knowledge. I authorize the employer to verify the information provided in this resume."

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(H. M. Abu Talha)

Date: