

RESUME



☐ PERSONAL DETAILS:

Full Name (Please record your name based on your SSC/equiv. Certificate)	English: Md. Anisur Rahman Akhond মোঃ আনিছুর রহমান আখন্দ	
Father's Name	Md. Anowar Hossain Akhond	Occupation: Government Job
Mother's Name	Khodeza Begum	Occupation: House Wife
Spouse Name (If applicable)	Taslim Chowdhury	Occupation: House Wife
Date of Birth: Day 15 Month: 12 Year: 1991	Marital Status: <input type="checkbox"/> Married	
Religion: Islam Blood Group: B+	Sex: <input type="checkbox"/> Male	
Nationality: Bangladeshi		National ID No: 3747766354

Present Address	Permanent Address (if different)
259/A, 1 st Floor, Ahmad Nagar Pikpara, Habular Pukur par Mirpu-1 Dhaka-1216	Vill: Shorifur, Post: Batra Bazar, Up: Ramgonj, Dist: Luxmipur.
Mobile: 01756845966 E-mail: akhondmd@gmail.com	Tel: Emergency: 01720119154

☐ ACADEMIC BACKGROUND: (Mention in chronological order):

Name of Examinations	School/College /University	Performance		Year of passing	Specialization / Subject
		CGPA /GPA/ Class/Division	Position/ Place		
Master 2 of	Jahangirnagar University	Enrolled		2019	HRDIR
Master 1 of	Jahangirnagar University	3.20		2015	Social Science
Bachelor of	Jahangirnagar University	3.16		2014	Social Science
HSC/Equv	Mohamadabad Islamia Alim Madrasha	5.00		2008	Humanities
SSC/Equv	Mosjidul Akbar Islamia Dakhil Madrasha	3.75		2006	Humanities

☐ **PROFESSIONAL DEGREE/DIPLOMA/TRAINING:** (if applicable)

Name of awarding Institution/Organization	Field	Degree/Diploma obtained	Grade/Class
1. Jahangirnagar University	1. Computer in Archaeology	1. Certificate Course Computer	A+
2. S@ifur's Pvt Ltd	2. Spoken	2. English Certificate Course.	A+
3. Bangladesh Institute of Journalism and Electronic Media (BIJEM)	3. Journalism "TV News Reporting"	3. Certificate Course	Pass
4. Doyel Jubo Academy	4. Basic Computer	4. Certificate Course	A

☐ **SPECIAL TRAINING:** (if any)

1. Certificate Workshop on Debate and Presentation(JUD)

2. Certificate Workshop on Monthly Chhoman Razniti

(JUJA)-----

☐ **EMPLOYMENT RELATED RECORDS:** (in chronological order)

Position	Institution/Organization	Duration
Assistant Manager (Uttara Branch)	S@ifur's Pvt Ltd	January 2017 to July 2019
Assistant HR. Admin & Compliance	Masco Industries Ltd.	January 2020 to March 2021

☐ **LANGUAGE PROFICIENCY:**

Language	Writing	Reading	Speaking	Remarks
Bangla	Good	Excellent	Excellent	Excellent
English	Good	Good	Good	Good
Urdu	Nil	Weak	Good	Weak
Hindi	Nil	Nil	Good	Weak

Write: Excellent, Good, Fair, Weak, Nil (as the case may be)

☐ **MEMBERSHIP OF RENOWNED INSTITUTIONS/ORGANIZATION/SOCIETIES:**

1. Ex President : Noyakhali Student Affair's Organization Jahangirnagr University. Savar , Dhaka
2. Ex Vice President: EXPLORA'S JAHANGIRNAGAR UNIVERSITY TRAVELED ORGANIZATION .

☐ **NAMES & ADDRESS OF 2 (TWO) REFEREES WHO ARE NOT YOUR RELATIVES:**

	Reference: 1	Reference: 2
Name :	Md Mehedi Hasan	Md. Likhan Sarker
Organization :	Meghna Petroleum Limited	Ministry of Power, Energy and Mineral Resource
Designation :	Assistant Manager [Sales]	Administrative officer
Address :	Regional office , Dhaka Meghna Bhaban, 131 Motijheel C/A Dhaka-1000	21/6 Pikpara Govt. Staff Qatar Mirpur-1, Dhaka-1216.
Phone(Off) :	02-9568094	02-9554664
Phone(Res) :	01730596659	01737209799
Mobile :	01618172781	01719445968
Email :	mehedibclet@gmail.com	mdlikhan@gmail.com
Relation :	Elder Brother {Relatives}	Friend



Signature of the Candidate & Date