**RESUME**

**OF**

**MD. ABDUR RAHIM**

**Mailing Address :**  J/7, Extenstion Pallabi

Mirpur-11.5, Dhaka-1216.

**Contact Number :** 01679255749

**E-mail :** hassan.rabby079@gmail.com

***Career Objectives:***

I would like to have an opportunity to be employed in the position where I can implement, prove my educational qualification, experience which contribute in the welfare of the company and thus to build up myself as a successful men through work.

***Academic Background :***

**Name of the Certificate :Bachelor of Business Studies (B.B.A)**

Name of Institute : Bangladesh University of Business & Technology

(BUBT)

Major : Human Resorce Management

CGPA : Apperead

**Name of the Certificate : Higher Secondary Certificate (H.S.C)**

Name of Institute : Dhaka Commerce COllege

Group : Business Studies

GPA : 4.58 (Out of 5)

Year of Passing : 2015

Bord : Dhaka

**Name of the Certificate : Secondary School Certificate(S.S.C)**

Name of Institute : Pallabi M.I. Model High School

Group : Business Studies

GPA : 4.63 (Out of 5)

Year of Passing : 2013

Bord : Dhaka

***Computer Skill :***

Application Package : MS Word, MS Excel, MS Power Point

Others : Internet Browsing, E-mail etc.

***Language proficiency :***

* Bangla : Strong communication skills in Bangla both written and verbal.
* English : Good communication skills in English both written and verbal.

***Personal Details:***

Name : Md. Abdur Rahim

Father's Name : Razzab Ali

Mother's Name : Jasmin Akter

Permanent Address : J/7, Extenstion Pallabi

Mirpur-11.5, Dhaka-1216.

Date of birth : 30-01-1997

Nationality : Bangladeshi (By birth)

Blood Group : A (Positive)

Religion : Islam

Sex : Male

Marital Status : Single.

***Declaration:***

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:...............................

Signature of applicant