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| **IMG_20200715_093251.jpg**  **Specialization:**  **Team building**  **Strategic planning**  **Forward-thinking**  **Customer-oriented**  **Goal-oriented**  **Interpersonal skills**  **Positive thinking**  **Strong interpersonal skills**  **Administration strength**    **Hobbies:**  **Traveling, Playing, Reading , Listening Song and Social work.**  **Achievement:**  **> Obtain 84% marks on Admin & HR training on AKIS Training program.**  **> Attend 03 days health & safety training from G4S home training.**  **>Awarded as best employee of G4S khulna Branch.**  **Language Efficiency:**  **Good in Bangla and English.** |
|

**Md. Masud Rana**

**MBA, MSS**

**North Zone-B ,Durbar Songo mor, Khalishpur, Khulna.**

[**Email-rana07.g4s@gmail.com**](mailto:Email-rana07.g4s@gmail.com)

**Contact no- 01912114010**

**CAREER OBJECTIVE-------------------------------------------------------------------------**

**To secure a position as a professional in order to utilize my administrative, leadership, team building, market operation and interpersonal skills with accuracy and efficiency while maintaining a motivated , productive , and goal oriented environment for the entire professional team on board for earn positive success.**

**EDUCATION--------------------------------------------------------------------------------------**

**MBA (Marketing)**

**Year- 2011**

**CGPA-3.50**

**American Bangladesh University( Main Campus)**

**MSS (Social Science)**

**Year- 2010**

**Second Class**

**National University Bangladesh**

**BSS**

**Year- 2008**

**First Class**

**National University Bangladesh**

**HSC ( Arts)**

**Year- 2004**

**GPA-2.90**

**Jashore Board**

**SSC (Science)**

**Year- 2000**

**2nd Division**

**Jashore Board**

**WORK EXPERIENCE--------------------------------------------------------------------------**

* **Company Name- R. J Fashion Group.**

**Position- Sr. Officer Administration.**

**Duration-3.6 year.(2008-2011)**

* **Company Name- G4S Secure Solutions (BD) Pvt. Ltd.**

**Position- Dy. Manager administration and Operation Management.**

**Duration-08 years.(2011-2019)**

* **Company Name- Abul Kashem Iron & Steel.**

**Position- Sr. Officer administration and Account Management.**

**Duration-01 year. (2019-2020)**

**COMPUTER EFFICIENCY -----------------------------------------------------------------------------------------------**

Operating system: Office Application Program

Application : Microsoft office with all program.

Database , Ms word, Excel, power point etc.

Internet : Familiar with internet applications ,Google sheet data base, Emailing & Browsing.

**PERSONAL DETAILS --------------------------------------------------------------------------------------------------**

* Fathers Name : Md Hanif Howlader
* Mothers Name: Amena Begum
* Date of birth : 03 Jan 1986.
* Gender : Male
* Nationality : Bangladeshi .
* Marital Status **:** Married
* Blood group : AB+ VE
* Religion : Islam
* Height **:** 5’6”
* Present Address : Holding No-261/3, Kandapara, Rupgong ,Narayangong
* Permanent Address : House no-29, North Zone-B ,Durbar Songo mor, Khalishpur, Khulna.

**DECLARATION------------------------------------------------------------------------------------------------------**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Sincerely Yours



Md. Masud Rana