**CURRICULUM VITAE**

**Md. Rajaul Karim Raju**

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| **Career Objective** | |
| Achieving a dynamic and challenging job where I could use my educational and interpersonal skills, creativity and all of my learning experiences in a view of utilizing and acquiring skills. | |
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| **Scholastic Records** | |
| Name of Degree : **Bachelor of Science in Electrical Engineering**  Department : Electrical and Electronic Engineering.  University : International University of Business Agriculture & Technology.  Duration of Course : Four (4) Years. Year of Passing : Ruing.  Result : CGPA 3.56 (In 11th Semester). | |
| Name of Degree : **Diploma in Engineering.** Department : Electrical Technology. Polytechnic : Aptouch Polytechnic Institute. Duration of Course : Four (4) Years.  Year of Passing : 2016.  Result : CGPA 3.31. (In a Scale of 4). | |
| Name of Degree : **Secondary School Certificate.**  Group : Computer science. Board : BTEB.  School : Mohabbatpur Technical High School. Duration of Course : Ten (10) Years.  Year of Passing : 2010.  Result : GPA 4.36. (In a Scale of 5). | |
| **Experiences** | |
| **Name of Company : Attache Group of Company**  Location : House 56 Gareeb-e-Nawaz Ave, Uttara, Dhaka 1230. Employment dates : May 2016 to September 1019.  Job title : Administrative Officer. Responsibility :  i. Supervise administrative staff and divide responsibilities to ensure | |
| performance | |
| ii. Manage phone calls and correspondence (e-mail, letters, packages | |
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| iii. Support budgeting and bookkeeping procedures  iv. Track stocks of office supplies and place orders when necessary  v. Assist colleagues whenever necessary | |
| **Training** | |
| **Name of the Institute : University of Business Agriculture & Technology.**  Training Course : AutoCAD. Duration  : Three (3) Month. | |
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**Name of the Institute : University of Business Agriculture & Technology.**

Training Course : Power System Network Analysis. Duration : Three (3) Month.

**Name of the Institute : University of Business Agriculture & Technology**

Training Course : GIS.

Duration : Three (3) Month.

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| **Additional Information** |
| Language Skill : Good reading and writing skills both in English and Bangla. |
| **Personal Details** |
| Father’s Name : Md. Abdur Razzak.  Mother’s Name : Mst. Momotaj Begum  Permanent Address : Vill: Purbo\_Parpugi, P.O: Shibgonj, P.S: Thakurgaon, Dist: Thakurgaon. Present Address : House 73/C, Road 12/B, Sector 10, Uttara, Dhaka-1230  Date of Birth : 17-04-1994.  Nationality : Bangladeshi (by Barth).  Sex : Male.  Height : 5 ft 6 inch. Weight : 59 Kg.  Religion : Islam (Sunni).  Marital Status : Unmarried.  National ID : 464 950 7599  Blood Group : A+ (A Positive). |
| **References** |

**Alamgir Hossain** (Lecturer)

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Dhaka University of Engineering & Technology (DUET), Gazipur. E-mail: [eeealamgir@gmail.com](mailto:eeealamgir@gmail.com)

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**Suhanur Rahman Safique** (Assistant Engineer). Bangladesh power development Board(BPDB),

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

**Signature**

Md. Rajul Karim Raju