**Md. Pervaz Rahman**

House: 27, Road: 32, Rupnagar R/A, Mirpur, Dhaka-1216.

Email: prvzrahman2@gmail.com. Cell: 01626947178.

13th December, 2020.

Head of Human Resource.

Bangladesh Honda Private Limited.

111 Bir Uttam CR Dutt Road, Karwanbazar, Dhaka.

**Subject:** Application for the position of **Assistant – Sales Planing**.

Dear Sir,

I am writing to apply for the position of **Sales Planing Assistant** at **Bangladesh Honda Private Limited.** I am informing you humbly that I have passed my HSC exam in the year of 2017, and Studied B.Pharm at University Of Development Alternative up to final year.

I may assure you about my capacity to fit that position. I believe I have the ability to communicate effectively, solving problem and maintain good relationship with my peers in any given situation. I am also very hardworking and motivated to excel in my career progress. I am currently working at a company named **Act4You**. This company is basically a back office partner. I did various projects hear like Supply, Distribution, Event Management, Data Collection Sales etc. Now I wish to get myself into a renowned company like Honda. I'm a biker and bike lover and that is why it will be quite interesting for me to work there. I think I'm outstanding because I believe you can get any job done by me with a little guidance. I am very much fast learner. I'm informing you that I have a valid driving license which is asked by your requirement.

My enclosed resume will provide you with greater details of my background, experiences and what I have to offer.

I am very much eagerly looking forward to hearing from you for an opportunity to talk further with you about my vision, future plan and to share how I can contribute to your organization if I am given any opportunity. Please find my contact details for your reference Phone- 01626947178, e-mail me at prvzrahman2@gmail.com.

MD. PERVAZ 32/27, Rupnagar R/A, Mirpur, Dhaka

.RAHMAN Cell: 01626947178.

email: prvzrahman2@gmail.com

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**OBJECTIVE**

Looking for apply my educational qualification and professional experiences in your company.A hardworking, loyal and dedicated individual from life science background who is passionate about gaining experience in this field.

# Education

Secondary School Certificate:

 Rupnagar Model School And College.

Year-2015. Result- GPA 5.00

Higher Secondary Certificate:

BCIC College.

Year-2017. Result- GPA 4.25

B.Pharm:

Appeared Up to Final Year.

University Of Development Alternative.

**EXPERIENCE**

* **Community Support Team** at **BRAC** (1st September-30th November)
* **Project Officer** at **Act4You** (20th September-Continuing)

Personal information

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| Father's Name | : | MD. Mizanur Rahman |
| Mother's Name | : | Perven Rahman (Late) |
| Date of Birth | : | December 12, 1999 |
| Gender | : | Male |
| Marital Status | : | Unmarried |
| Nationality | : | Bangladeshi |
| Religion | : | Islam |
| Permanent Address | : | Vil-Kalaigobindopur, PO-Batakandi, PS-Titash, Dis-Comilla |
| Current Location | : | Mirpur, Dhaka. |

**SKILLS**

* Internet Browsing, MS Office, MS Excel, PowerPoint.
* Good typing speed.
* Valid driving license.

# STRENGTHS

* Able to learn quickly. •Ready to work in a stress worthy
* Able to work in under pressure. Environment.
* Like to take challenges. \*Effective presentation skill.

**DECLARATION**

I do declare that all information stated above is true and complete to the best of my knowledge and belief.