

# RESUME

## Of

### SAKIL KHAN



#### **Present Address:**

Old Kocukhate,  
CB-103, Dhaka Cantonment Dhaka-1206.

Cell: **01839748527**

E-mail: **khan1997420@gmail.com**

#### **Career Objective:**

Building up an excellent career in a national or international organization, utilizing my innovative skills and potentiality to work in participatory approaches to contribute effectively through facing new challenges where strong sense of responsibility, efficiency and willingness to learn will be appreciated highly.

#### **Strength:**

- Able to work under pressure with reliable commitment to meet deadlines.
- Self-motivated and fully capable to take initiatives and make decisions.

#### **Academic Attainment:**

##### **B. B. A. :**

Institute	: Noakhali Govt. College.
Board	: NU
Subject	: Management
Result	: Running.

##### **Higher Secondary Certificate H.S.C:**

Institute	: Mirpur Institute Of Science & Technology ( MIST )
Board	: BTEB
Group	: Business Management
Passing year	: 2019
Result	: 4.04

##### **Secondary School Certificate S.S.C**

Institute	: Gutlabug Kasurbug Asrafia Dakhil Madrasah.
Board	: Madrasah.
Group	: General
Passing year	: 2016
Result	: 4.31

#### **Computer Skill:**

Institute	: Noakhali Technical Training Center ( Sep-Des, 2018 )
Skilled on Web-Design	: HTML, CSS, Bootstrap, PHD to HTML Convertor.
Skilled on Graphics-Design	: Photoshop, Illustrator.
Skilled on MS Office	: Word, Excel, Power-Point & Access.
Applications	: Internet browsing, Typing, Checking Emails.
Other's Skill	: Digital Marketing, CPA Marketing.

## **Job Experience:**

<u>Company Name</u>	<u>Position</u>	<u>Duration</u>
1. Nur Model High School	Assistant Teacher (Math)	March/2019—Janu/2020
2. Bizbond IT	Digital Marketer (DM)	Janu/2020—March/2020
3. Chatkhil Islamia Hospital	Bill Officer	March/2020—Nov/2020

## **Skills**

**Language Proficiency:** English & Arabic Skilled in reading, writing and speaking & Fluent in Bangle as my mother tongue.

## **Interest:**

Reading, Traveling, Browsing, Interacting with various people to know about different culture and traditions.

## **Personal Information:**

Name : Sakil Khan  
Father's Name : Jakir Hossain  
Mother's Name : Shanaj Begum  
Date of Birth : 05/03/1997  
Nationality : Bangladeshi  
Gender : Male  
Religion : Islam  
Blood : A+  
Marital Status : Single  
Permanent Address : Village : Gutlabug, P.O : Naryanpur (3870)  
P.S. : Chatkhil Dist. : Noakhali.

## **Declaration:**

I hereby, declare myself that all the statements in this resume are authentic and correct to the best of my knowledge and belief.



-----  
**Signature**

Date: .....