



## ***Md. Rabbi Molla***

Contact Address: House # 182/5, Bhuiyanpara  
Maine Road, Khilgaon, Dhaka-1219.

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### **Career objective:**

To work in a challenging environment with a scope of future progress, applying my academic knowledge and working capability. I would like to welcome the chance to work as a part of a dynamic working team where I could make a significant contribution. Looking for a solutions oriented administrative position with notable success direction with a broad range of corporate business activities requiring challenging, analytical and organizational skills in direct support of business objectives.

### **Educational Qualification:**

#### **Bachelor of Business Studies (B.B.S)**

Institute : T & T University College  
Board : National University  
Subject : Accounting  
Batch : 2019-20.  
Result : Final year Running

#### **Higher Secondary Certificate (H.S.C)**

Institute : Shah Mahmudia College  
Result : GPA- 2.33 (Out of 5.00)  
Board : Barisal  
Group : Business Studies  
Passing Year : 2019

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

Institute : Bharukathi High School  
Result : GPA-3.00 (Out of 5.00)  
Board : Barisal  
Group : Business Studies  
Passing Year : 2017

### **Experience:**

1. Position : Computer Operator  
Company Name : Enam Computer,  
Duration : January/2019 to April/2022
2. Position : Sales Representative (SR)  
Company Name : ShopUp (Mokam)  
Duration : May/2022 to November/2022
3. Position : Field Officer  
Company Name : Property Gliders  
Duration : July/2022 to August/2023

4. Position : Executive (Sales & Marketing)  
Company Name : Besthome Properties Ltd.  
Duration : September/2023 to Till Now

### Language Proficiency:

Bengali : Mother Tongue (Excellent)  
English : Second Language (Good)

### Self Appraisal:

- ✓ Honest and Punctual.
- ✓ Quick Learner.
- ✓ Excellent as a team member.
- ✓ Like to take on challenges.
- ✓ Friendly.

### Computer Skill:

- ✓ Microsoft Office: MS Word, MS Excel, MS Power Point, Photoshop, Illustrator Able to type both English and Bangla.
- ✓ Web Design & Development, Internet E-mail, Online All Application & Internet Browsing.

### Communication Skill:

- ✓ Quite confident and friendly while meeting and assisting people at all levels and able to provide them with a quality service.
- ✓ Able to handle efficiently, courteously and tactfully clients directly or over the phone.

### Personal Information:

- |                          |                   |   |  |
|--------------------------|-------------------|---|--|
| <input type="checkbox"/> | Name              | : | <b>Md. Rabbi Molla</b>   |
| <input type="checkbox"/> | Father's Name     | : | Md. Showkat Molla  |
| <input type="checkbox"/> | Mother's Name     | : | Mena Begum   |
| <input type="checkbox"/> | Date of Birth     | : | 17 <sup>th</sup> July 2000   |
| <input type="checkbox"/> | Sex               | : | Male   |
| <input type="checkbox"/> | Marital status    | : | Unmarried  |
| <input type="checkbox"/> | Permanent Address | : | Vill- Bishnupur, P.O- Fotepur, P.S- Bagerhat Sadar,<br>Dist- Bagerhat. |
| <input type="checkbox"/> | Home District     | : | Bagerhat.  |
| <input type="checkbox"/> | Religion          | : | Islam  |
| <input type="checkbox"/> | Nationality       | : | Bangladeshi (by Birth)   |
| <input type="checkbox"/> | National ID No.   | : | 7813838591   |
| <input type="checkbox"/> | Height            | : | 5' – 09"   |
| <input type="checkbox"/> | Weight            | : | 59 Kg  |

### Declaration:

I certify that, to the best of my knowledge and belief, this "CV" correctly describes my qualification and me. My willful misstatement described herein may lead to my disqualification or dismissal if admitted.

Signature



(Md. Rabbi Molla)

Date: