**RESUME**

**Of**

***Suhel Rana***

Mobile: +88017727-33600

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**Career Objective:**

To exchanging maximum value with reputed organization and to join in a dynamic working environment where enterprising spirit and effort is valued, individual and team performance is rewarded as well as to obtain a position where I can gain experience in a professional environment and acquire new skills that will guide me to my career objectives.

**Education Qualification:**

**Name of Examination: Secondary School Certificate (S.S.C)**

Institute : Karora Kawaljani Dakhil Madrasah

GPA : 3.69 (Out of 5.00)

Group : Humanities.

Passing Year : 2011

Board : Madrasah

**Language Proficiency:**

* Bangla (Mother Tongue).
* English (Good command in speaking, reading & writing).

**My Capabilities:**

* A good team working man
* Good interpersonal and communication skill
* Consisting and hard working

**Computer Skill:**

* Microsoft Word, Microsoft Excel, Microsoft Power Point, E-mail & Internet Browsing.

**Personal Profile:**

Father’s Name : Abdul Gafur Miah

Mother’s name : Sahera Begum

Present Address **:** NRBC Bank Hemayetpur Branch, Hemayetpur, Savar,

Dhaka, Dhaka-1340

Permanent Address **:** Korra, Atghori, Mirzapur, Tangail, Tangail-1944

Date of Birth : 23-03-1993

Marital Status : Married.

Sex : Male

Nationality : Bangladeshi

Religion : Islam

National Id : 5099260415

Weight : 75 kg

Height : 5 feet 5 in

**Job Experience:**

|  |  |  |
| --- | --- | --- |
| **Name of Organization** | **Post/Position** | **Duration** |
| MTBL | Office Assistant | 6 Month |
| Dutch Bangla Bank Ltd. | Office Assistant | 2 Years |
| NRBC Bank Ltd | Office Assistant | 8 Years To till now |

**Declaration:**

I confirm that to the 'best of my knowledge, the information given here is correct and complete.

Signature