**Resume of   
Md. SAIFUR ALAM**

Cell: 01784889919

Email: [hasan9596413@gmail.com](mailto:hasan9596413@gmail.com)

**Career objectives:**

To serve in a responsible position in well-structured organization and successfully apply acquired Skills and knowledge to enhance organizational efficiencies for the further development.

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| --- | --- | --- | --- | --- | --- |
| **Experience:** | | |  | | |
| Duration an position | | | Responsibilities | | |
| 01 –July -2014 to 31- December-2016 as Computer Operator at Moon Star. | | | * Compose an official Document. * Prepare Document using mail Merge * Email Document to others * Prepare Spread sheet and Presentation | | |
| Educational Qualification | | |  | | |
| Certificate | Group | Institution | Board/University | GPA | Passing Year |
| HSC (VOC) | Commerce | IUTS | BTEB | 3.50 | 2014 |
| SSC (VOC) | Computer | TTC | BTEB | 4.30 | 2011 |

**Computer Literacy and Inter-Personal Skill:**

* Microsoft Office Package
* Internet Browsing, E-mail etc.
* Skills in Both English and Bengali
* Ability to adopt in any situation
* Capable to work individual and in a team

**Personal Information:**

Father’s Name : Mohd. Sihab Alam

Mother’s Name : Most. Kohinoor Begum

Date of Birth : February 18, 1993

Nationality : Bangladeshi

Present Address : Vill: Haripur, Post: Udakhali, Thana: Fulchori, District: Ghaibhandha.

**References:**

Choudhory Md. Musabbir

Siddeswari (3rd floor)

Mobile No.: 01784889919

Md. Saifur Alam