

Md. MijanurRahman

Mobile: 008801779427505

E-Mail: masum00@yahoo.com



Career Objectives

- "To build a long-term career in healthcare with opportunities for career growth"
- "To keep up with the cutting edge of technologies"
- "To use my skills in the best possible way for achieving the company's goals"
- "to enhance my professional skills in a dynamic and fast placed workplace"
- "to solve problems in an effective/creative manner in a challenging position"
- "seeking a responsible job with an opportunity for professional challenges"

Academic Profile

Bachelor of Business Administration (BBA)

Result : CGPA - 3.60 (out of 4.00)
Major : Marketing
Passing Year : 2009
Institute : DarulIhsan University

Higher Secondary Certificate (HSC)

Group : Business Studies
Result : GPA-3.00 (out of 5.00)
Passing Year : 2004
Board : Comilla
Institute : Dalal Bazar Degree College

Secondary School Certificate (SSC)

Group : Business Studies
Result : GPA-3.13 (out of 5.00)
Passing Year : 2002
Board : Comilla
Institute : Kaman KholaOliUllah Muslim Polytechnic Academy

Special Qualification

1 :IELTS

IDP Australia Cambridge University

Duration : 2010 December 20th

Result : 6.00

Location : Chittagong (Bangladesh)

Duties /Responsibility

- Ability to work independently on multiple tasks with time sensitiveness
- Ability to be a self-motivated, enthusiastic team player to exhibit a high level of personal drive and initiative.
- Ability to interact with all levels of employees, including senior executives, in a courteous, helpful and professional manner.
- Working knowledge of Microsoft Office applications, including Word, Excel and PowerPoint. Internet browsing
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens.
- Ethics - Treats people with respect; inspires the trust of others

- Organizational Support - Follows policies and procedures; Completes tasks on time.

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> · Banks & Financial · Service Sector 	<p>Transport & Logistics, Bank & Finance, Leasing. Industry. Exchange. Customer Service.</p> <p>Hospitality Service, Front Desk operator, Customer relationship Manager, Supervisor ,Cashier.</p>

Competencies :

Computer Skill: Operating System (Win 98, Win 2000 & Win XP), Application Package (Office 2000, 2004 & 2007), Internet & E-mail.

Interest:

Personal: Interested in browsing net, Social beneficiary, Reading books, Magazine& Traveling to different areas of country.

Experience :

Company Name : MECO Metal Industries

Designation : Account Officer

Duration : From 16th April 2005 to 27th September 2007

Country : Bangladesh (Dhaka)

Company Name : UAE Exchange

Designation : Assistant Customer Service

Duration : From 26th January, 2012 to 15th November, 2012

Country : UAE (Abu Dhabi)

Company Name : MacDonald

Designation : Crew Member (As a Par time)

Duration : From 25th August, 2015 to 12th June, 2016)

Country : Sweden (Stockholm)

Company Name : Moves Consulting Firms

Designation : Administrative Assistant

Duration : 1st July 2016 to Until Now

Country : Bangladesh (Dhaka)

Personal Profile :

Name : Md. MijanurRahman

Father's Name : Late MofizurRahman

Mother's Name : Sayra Begum

Spouse Name : FarzanaNazera

Date of Birth : 28th December, 1985

Marital Status : Married
Religion : Muslim
Nationality : Bangladeshi

Declaration:

I declare that the above facts given by me are true to the best of my knowledge and belief.

Signature & Date
(Md. MijanurRahman)