

# **Md. Mijanur Rahman**

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## **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-2.00 (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
· Banks & Financial	Transport & Logistics, Bank & Finance, Leasing. Industry. Exchange. Customer Service.
· Service Sector	Hospitality Service, Front Desk operator, Customer relationship Manager, Supervisor, Cashier.

**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 16<sup>th</sup> April 2005 to 27<sup>th</sup> September 2007

Company Name : UAE Exchange  
Designation : Assistant Customer Service  
Duration : From 26<sup>th</sup> January, 2012 to 15<sup>th</sup> November, 2012  
Country : UAE (Abu Dhabi)

Company Name : Moves Consulting Firms  
Designation : Customer Service  
Duration : 1st February 2013 to Until Now  
Country : Bangladesh ( Dhaka )

**Personal Profile :**

Name : Md. Mijanur Rahman  
Father's Name : Late Mofizur Rahman  
Mother's Name : Sayra Begum  
Spouse Name : Farzana Nazera  
Date of Birth : 28<sup>th</sup> 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. Mijanur Rahman)