

## Md. Sajjaduj Jaman

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E-mail: [mdsajjadujjaman09@gmail.com](mailto:mdsajjadujjaman09@gmail.com)



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### Career Objective:

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills. I have enough capability to simulate *visualization* and keen interest in *modern technological side*.

### Work Experience:

- ❖ Working in **Need Coaching Center** as **Senior Computer Operator** from January 2020 to February 2021
  - ✓ **Responsibility**
  - **Project: Microsoft Office 365**
    - **Data entry**
    - **Word Processing**
- ❖ Worked in **Raju Admission Care** as **Computer Operator** from March 2022 to July 2022.
  - ✓ **Responsibility**
  - **Project: Microsoft Office 365**
    - **Data entry**
    - **Word Processing**
  - **Software Experience: Microsoft Office 365, Adobe Photoshop, Adobe Photoshop Express, Adobe Premiere Pro, iMovie, Wondershare Filmora**

### Academic Qualifications:

#### Bachelor of Business Administration in Accounting (BBA)

Department	: Accounting
Institution	: RGC – Rangpur Govt. College, Rangpur
CGPA	: 2.96 (Scale of 4.00)
Passing Year	: 2019 to Running

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

Group : Science  
Institution : Jamur Islamia College, Bogra  
Board : Rajshahi  
GPA : 4.42 (Scale of 5.00)  
Passing Year : 2019

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

Group : Science  
Institution : Hazi Boyen Uddin Public High School,  
Pirganj, Rangpur  
Board : Rajshahi  
GPA : 4.82 (Scale of 5.00)  
Passing Year : 2017

### Additional Information:

- ❖ Computer literacy: Computer Fundamentals, Microsoft office, Internet Applications
- ❖ Good team player and positive attitude.
- ❖ Interest: Interest to work with *renewable sources of media, network system & ICT*,

### Personal Details:

Father's Name : Md. Baktiyar Rahman  
Mother's Name : Mst. Sabina Yeasmin  
Date of Birth : 01<sup>st</sup> January, 2003  
Nationality : Bangladeshi (by birth)  
National Id No. : 5561037648  
Permanent Address : Village: Porsurampur; P.O.: Raipur - 5470;  
Upazila: Pirganj; District: Rangpur  
Language in known : Bengali and English  
Current Location : Rangpur

### References:

**Md. Rasedul Islam**  
Assistant Superintendent of Police (ASP)  
Special Branch, Bangladesh Police  
Cell: +8801788561207

I do hereby declare that all information here is true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates/papers.

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Md. Sajjaduj Jaman