**Resume of**

**Ashfaque Saleem**

Cell: 01917000000

E-mail: [tesmail07@mail.com](mailto:tesmail07@mail.com)

**Carrier Objectives:**

TO serve in a responsible position at a well-structured organization and successfully apply.

Acquired skills and knowledge to enhance organization efficiencies for the further Development.

**Experience:**

|  |  |
| --- | --- |
| Duration & Position | Responsibility |
| 01-Jan-2010 to 13-Oct-2017  As trainee MS Word and graphics Designer  At Kazi Engineering | * Prepare contents and MS Word * Prepare contents and Graphics * Compose contents and graphics * Setup document for Graphics Design * Taking draft print for design output * Assist superior |

**Education qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Certificate | Group | Institution | Board/University | GPA | Passing year |
| HSC | Comers | Bongobondhu College | Dhaka | 2,80 | 2013 |
| SSC | Comers | Progoti High School | Gagipur | 3.35 | 2011 |

**Computer Literacy**:

* Microsoft Office Application
* Internet Browsing E-mail Etc.
* Graphics Design
* Auto CAD

**Inter-Personal Skill:**

* Good Communication Skill
* Capable of adopting any type of Environment
* Quick Learner
* Pro-active, Sincere and Responsible

**Personal Information:**

Father’s Name : Salim Ahmed

Mother’s Name : Rahana Akhter

Date of Birth : Jun 07, 1988

Religion : Islam

Nationality : Bangladeshi (by birth)

Marital Status : Unmarried

Permanent Address : Section- 11, Block- 09, Line- 01,

Post: Mirpur Thana: Mirpur, District: Dhaka.

Present Address : Section- 11, Block- 09, Line- 01,

Post: Mirpur Thana: Mirpur, District: Dhaka.

**References: References:**

MD. Kamran Hossain MD. Kamal Hossain

Sample Manager S.R.O Mirpur

Mobile: 01836000000 Mobile: 01616000000

Ashfaque Saleem

Date: 00-00-0000