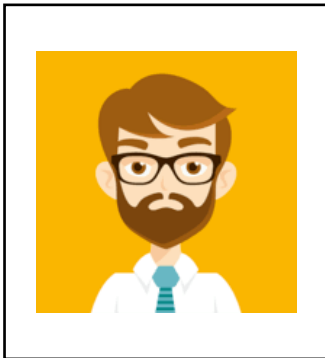


Your Full Name Here (Nickname)



Present Address:

Address Line 1

Address Line 2

Address Line 3

Contacts:

☎ 088-01XXXXXXX

☎ 088-01XXXXXXX

Career Objective

To build up challenging career in a well-known organization where gathered knowledge can be used effectively and efficiently and who proved me the scope of career development through evaluation of my competence.

Experience

15 th May, 2012 to Till-Now	Abc Limited, Chittagong. (Short Company Address) Accounts & VAT Officer
5 th Jan., 2010 to 30 Apr., 2012	Abc Group, Chittagong Accounts & VAT Officer

Educational Qualification

Masters	: National University (NU) Major : <i>Management</i> Result – Second Class Passing Year 2009
B.Com.	: National University (NU) Result – Third Class Passing Year 2006
H.S.C.	: Abc College Chittagong Board Result – Second Division Passing Year 2002
S.S.C.	: Abc High School Chittagong Board Result – First Division Passing Year 2000

Computer Skill

- ❖ Tally Software / Inventory Software
- ❖ Microsoft Office Application MS.: Word, Excel, Power-Point, Internet & E-mailing.
- ❖ Operating System: Windows XP, Vista, 7, 8 and 10

Language Skill

	BANGLA	ENGLISH
<i>Reading</i>	: High	Medium
<i>Writing</i>	: High	Medium
<i>Speaking</i>	: High	Medium
<i>Understanding</i>	: High	Medium

Interests

Reading Books, Traveling, Outdoor Games, Organizing and participating in many cultural programs.

Personal Information

Father's Name	:	XXXXXXXXXXXXX
Mother's Name	:	XXXXXXXXXXXXX
Date of Birth	:	10 th May, 1985
Nationality	:	Bangladeshi by birth
National ID Card	:	XXXXXXXXXX
Marital Status	:	Single / Married
Religion	:	Islam / Hindu
Sex	:	Male / Female
Height	:	5 feet 2 inches
Blood Group	:	O+ ve

Declaration

I do hereby declare that the above information is true and correct to the best of my knowledge.

References

Write first reference name here

Designation

Company, Address

088-01xxx xxxxxx, 088-01xxx xxxxxx

Write second reference name here

Designation

Company, Address

088-01xxx xxxxxx, 088-01xxx xxxxxx

Signature

Date