

Curriculum Vitae of

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

15th May, 2012 to Till-Now **Abc Limited, Chittagong.** (Short Company Address)
Accounts & VAT Officer

5th Jan., 2010 to 30 Apr., 2012 **Abc Group,** Chittagong
Accounts & VAT Officer

Educational Qualification

Masters : National University (NU)
Major : *Management*
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
Reading	: High	Medium
Writing	: High	Medium
Speaking	: High	Medium
Understanding	: High	Medium

Interests

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

Personal Information

Father's Name	:	XXXXXXXXXXXXXX
Mother's Name	:	XXXXXXXXXXXXXX
Date of Birth	:	10 th May, 1985
Nationality	:	Bangladeshi by birth
National ID Card	:	XXXXXXXXXXXX
Marital Status	:	Single / Married
Religion	:	Islam / Hundu
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