



☎ 0088 – 01000 000000
✉ your.email.here@gmail.com

fb.com/your.profile.here

Your Full Present Address Here, Not Permanent
Chittagong, Bangladesh.

Your Full Name Here

Home Town:

Your Full Permanent Address Here, Not Present
Noakhali, Bangladesh

QUALIFICATION

Master of Business Administration (MBA) major HRM, minor course on Computer Applications, Hardware and Networking with more than 6 years experience in a computer training academy as a Trainer and one year in a distribution channel as an MIS (Marketing Information System).

OBJECTIVE

To obtain a growth oriented job in a reputed institution that provides a fully professional working environment and good opportunity to develop an excellent career, where can prove skills and abilities through challenges and growth oriented activities.

EDUCATION

- | | | |
|-------------------------|---|--|
| M.B.A. | : | ABCD University
Major : <i>Human Resource Management</i>
CGPA : 3.71 on 4.00 |
| M.B.S. | : | ABCD University
Department of <i>Management</i> (One year)
Result – Second Class
Session : 2010-2011
Date of publication of result : 11 th December, 2014 |
| B.B.S. (<i>Hons.</i>) | : | ABCD University
Department of <i>Management</i> (Four years)
Result – Second Class
Session : 2006-2007
Date of publication of result : 9 th June, 2013 |
| H.S.C. | : | Chittagong Board
<i>Business Studies</i>
GPA – 4.80 on 5
Date of publication of result : 9 th July, 2006 |
| S.S.C | : | Chittagong Board
<i>Business Studies</i>
GPA – 4.25 on 5
Date of publication of result : 26 th June, 2004 |

WORK EXPERIENCE

- 2008 – 2013 : **ABC Computer Training Academy** Position: *Trainer*
- Give training on Office Applications, Graphics, Hardware and Networking.
 - Maintain official documents and accounts.
- Nov. 2014 – Oct. 2015 : **ABCD Limited** Position: *MIS*
- Maintaining online stock data.
 - Coordinate Retailer and Management Consultant and planner.
 - Monitor official Email everyday.
 - Monitor timesheet of each employee in Management Department everyday.

COMPUTER SKILL

- Software* :
 - Microsoft Office Application (MS.: Word, Excel, Access, PowerPoint etc.)
 - Graphics Design (Adobe: Photoshop, Illustrator, QuarkXPress)
 - Data Base Programming (Visual Basic, Access, MySQL)
 - English Typing Speed 60 WPM & Bangla Typing Speed 45 WPM.
- Hardware* :
 - Computer Assemble (Desktop & Laptop)
 - Troubleshoot (Desktop & Laptop)
 - Computer Networking (LAN)
- Internet* :
 - Excellent Browsing & E-mailing
 - Web Design & Hosting
 - Online Marketing

OTHERS SKILLS

- Language Skill* :
 - Excellent both in **Bangla** and **English** in Reading, Writing, Speaking and Understanding.
 - Very good in **Hindi** in Reading, Speaking and Understanding.
- Teamwork Skill* :
 - Write a team work experience. Otherwise delete this section.
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 - Write a team work experience. Otherwise delete this section.
- Traveling Experience* :
 - Traveled every *Division* of Bangladesh.
 - Two times traveled in **India**. First time in 2006 in *Delhi* and *Agra*. Second time in 2015 in *Chennai* and *Kolkata*.

INTERESTS

Reading and Collecting Books, Mathematical Analyzing, Traveling, Outdoor Gaming, Organizing and participating in cultural programs.

PROFILE

Name in Bangle : আপনার পুরা নাম বাংলায় লিখুন
Father's Name : Your Father's Name Here
Mother's Name : Your Mother's Name Here
Date of Birth : 26th January, 1989
Nationality : Bangladeshi by birth
NID Card Number : 111111111111
Passport Number : BL 222222
Marital Status : Single
Sex : Male
Height : 5 feet 6 inches
Blood Group : B+

REFERENCES

Name of Last Academic Teacher

His/r Department and Designation
ABCD University
0088 – 0103336677

Name of Your Reporting Boss of Last Job Sector

Designation
Company Name
Email Address & Others
0088 – 01022334455

Name of Respectable Person in Your Living area

Position
His/r working institute name
Address of working institute
0088 – 01077665544

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

Signature with Date