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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. (Hons.)	:	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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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 Bangla : 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