

Last Updated : **July 30, 2018**

## **ASRAFUL MOLLA**

Address: Soverghop, Shingasolpur, Narail Shadar, Narail.-7500  
Mobile : 01994246159  
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### **Career Objective:**

To make easy for the organization to achieve greater success in future venture with my education, skill, efficiency, thoughts, ideas and assistance of all others sorts.

### **Career Summary:**

To make easy for the organization to achieve greater success in future venture with my education, skill, efficiency, thoughts, ideas and assistance of all others sorts.

### **Special Qualification:**

Course on Microsoft Office XP, Microsoft Office application -2008 of 6 Month under the Dhaka Technical Board.  
Trade Course of AutoCAD Operator.  
Trade Course of Graphic Design.

### **Employment History:**

**Total Year of Experience : 3.3 Year(s)**

1. **Auto CAD Operator ( March 27, 2013 - November 1, 2014)**

**Barkat Business Co.**

Company Location : Shamoly, Dhaka  
Department: Desing

2. **MICR Executive ( September 8, 2012 - February 21, 2013)**

**Japan Bangladesh Security Printing & Papers Ltd.**

Company Location : Vulta, Gauchia, Narayangonj  
Department: MICR

3. **Junior Executive (Marketing). ( February 4, 2012 - July 18, 2012)**

**M/S SS Enterprise**

Company Location : Fatullah, Narayangonj  
Department: Supply

4. **Office Assistant ( March 11, 2011 - January 10, 2012)**

**Customs Excise & VAT**

Company Location : Aligonj Circle, Narayangonj  
Department: Computer Operator

### **Academic Qualification:**

| Exam Title | Concentration/Major | Institute                         | Result               | Pas.Year | Achievement |
|------------|---------------------|-----------------------------------|----------------------|----------|-------------|
| HSC        | Humanities          | Gobra Mitra Collage               | CGPA:3.2<br>out of 5 | 2009     | 2           |
| SSC        | Humanities          | Gobra Pragati High School, Narail | CGPA:3<br>out of 5   | 2007     | -           |

### **Training Summary:**

| Training Title                         | Topic                        | Institute                                   | Country    | Location    | Year | Duration |
|--|------------------------------|---|------------|-------------|------|----------|
| Trade Course of Auto CAD Operator      | Basics of Auto CAD Designing | Bangladesh Technical Education Board, Dhaka | Bangladesh | Narayangonj | 2010 | 8 Months |
| Trade Course of Graphics Desing        | Basics of Graphics Designing | Bangladesh Technical Education Board, Dhaka | Bangladesh | Narail      | 2009 | 8 Months |
| Course on Microsoft Windows XP         | Basic of Windows XP          | Bangladesh Technical Education Board, Dhaka | Bangladesh | Narail      | 2008 | 6 Months |
| Course on Microsoft Office Application | Basics of Office Application | Bangladesh Technical Education Board, Dhaka | Bangladesh | Narail      | 2008 | 6 Months |

### **Professional Qualification:**

| Certification            | Institute                | Location | From        | To              |
|--------------------------|--------------------------|----------|-------------|-----------------|
| Information Technology , | Daffodil Institute of IT | Dhaka    | May 8, 2011 | August 18, 2013 |

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 16000  
 Expected Salary : Tk. 14,000  
 Preferred Job Category : IT/Telecommunication, HR/Org. Development, Mechanic/Technician, Graphic Designer  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, India, Japan, Malaysia, Australia, Canada, Iran, Singapore  
 Preferred Organization Types : Design/Printing/Publishing, IT Enabled Service, Computer Hardware/Network Companies, Development Agency, Public Relation Companies, Market Research Firms, Garments, Direct Selling/Marketing Service Company, Cosmetics/Toiletries/Personal Care, Call Center, Garments Accessories, Mobile Accessories

### **Specialization:**

| Fields of Specialization  |
|---|
| <ul style="list-style-type: none"> <li>• Computer Operator</li> <li>• Data Entry Operator/ Supervisor</li> <li>• Engineers</li> <li>• Marketing</li> <li>• Office Assistant</li> <li>• AutoCAD</li> <li>• Business Analyst</li> <li>• Data Entry Operator (Bengali)</li> <li>• Data Entry Operator (Both English &amp; Bengali)</li> <li>• Data Entry Operator (English)</li> </ul> |

### **Language Proficiency:**

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla   | High    | High    | High     |
| English  | High    | High    | Medium   |

### **Personal Details :**

Father"s Name : Md.Saidur Molla.  
 Mother"s Name : Halima Bagum.  
 Date of Birth : October 27, 1992  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam.  
 Permanent Address : Soverghop, Shingasolpur, Narail Shadar, Narail.-7500  
 Current Location : Khulna

### **Reference (s):**

Name : Moonzoor Quadir Shah Nawaz  
 Organization : Barkat Business Co.  
 Designation : Operation Manager  
 Address : 6/Ka, PC Culture Housing, Ring Road, Shamoly, Dhaka  
 Phone (Off.) : 9141161  
 Phone (Res.) :  
 Mobile : 01712647777  
 EMail : barkatbusinessco@gmail.com  
 Relation : Professional

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