

## **Md. Nuruzzaman**

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### **CAREER OBJECTIVE:**

I am an experienced college graduate currently looking for a full time computer Operating position. I would like to utilize my skills and experience as my passion for this post. Moreover, I would like to work with other professionals to improve my skills as computer Operating which will allow me to further contribute in the field.

### **Educational Qualification :**

Name Of Exam	Year Of Passing	Group/Subject	G.P.A/Divition	Board/University
B.A	2016	Humanity	Second	University
H.S.C	2012	Humanity	2.90	Dinajpur
S.S.C	2010	Humanity	3.38	Dinajpur

### **SUMMARY OF QUALIFICATIONS:**

The following are my best skill which i believe are applicable to the position have applied for.

- Computer Operating.
- Data Entry.
- Programming.
- Logical and structural thinking.
- First Aider, Fire Fighter, LMAF & DMA Training have.

### **Experience:**

Now I am working with "Shasha Denims Ltd" From -(28/07/2012 to 01/05/2019) "Admin Assistant"(Computer Operator) and From-(02/05/2019 to till Now"Junior Executive (Payroll)".

### **OTHER QUALIFICATION:**

Proficient in Microsoft Office (Word, Excel and PowerPoint, E-Mail, Browsing etc.)

Attendance various seminars and trainings for computer.

**PERSONAL INFORMATION:**

Full Name: Md. Nuruzzaman

Father's Name: Late. Mazibar Rahman

Mother's Name: Nurzahan Begum

Gender: Male

Date Of Birth: 20 -December-1993

Age: 24 Years

Religion: Islam.

Marital Status: Unmarried.

**Occupation:** Junior Executive (Payroll)

**Interests:** Reading, creative writing, swimming, travelling, watching documentary films.

**Present Address:** Uttar Gazirchat, Ashulia, Savar,Dhaka.

**Permanent Address:** Vill- Purbo Bichon Doi P.O- Dakkhin Parulia, P.S-Hatibandha, Dist-Lalmonirhat.

**Reference:**

Please Contact The Following:

Name: Md. Monir Hossain

Position: Sr. Admin Officer

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Office: Shasha Denims Ltd.

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Contact No: +8801712-798387

Web Site: <http://Shashabd.Com>

Signature