

September 08, 2018

**The Registrar
Staff India
Uposhor, Sylhet-3100**

Application for the Position of Virtual Assistant

Sir,

In response to your job advertisement published in thousand carrer on August 15, 2018, I would like to apply for the position of Virtual Assistant.

I have come to know from your advertisement that your Company needs hard working, dedicated, enthusiastic people to handle the legal matters.

I have accomplished my BBS (Pass) degree from Barlekha Degree College in 2013 and I have accomplished Both MBA degree from Leading University in 2017 and accomplished MBA Madan Mohan College in 2018.

If provided the opportunity to serve your Company, I will prove myself to be an important asset for your institution through my dedication, sincerity and highest level of professionalism.

I would request for an interview at your convenient. For any query, you can reach me at my cell 01703-297148 and you can also email me at **akterf908@gmail.com**

Thanking you

(Farhana Akter)

RESUME of **MUHAMMED MUHIBUR RAHMAN**

**Krori Gram, Kamal Bazar-3112,
Dakshin Surma, Sylhet.
Mobile: +880 01737 105969
E-mail: advocate.muhib@gmail.com**



CAREER OBJECTIVE

From the very beginning of my admission in law discipline I have been all agog to become an academia. When I got admission to law it also inspired me to become a pedagogue of law. The aim of my so choice is that it also useful in Bangladesh Judicial Service Exam. I have also been fostering a dream to shape the legal education in Bangladesh as it has been facing umpteenth problems from its inception. I think it supposed to be a pressing demand of all those who are concerned with academic arena. The present condition of legal education stirred my mind as it supposed to undergo some sorts of reform. For above all reasons I have set my mind to engage myself in the academic arena. I think setting this goals are right choice as it will help reach at my destination.

EDUCATIONAL QUALIFICATION

Year	Degree	Institutions	Grades
2017	LL.M.	Dept. of Law & Justice Metropolitan University, Sylhet.	3.90 out of 4.00
2014	LL.B. (Hons.)	Dept. of Law & Justice Metropolitan University, Sylhet	3.70 out of 4.00
2009	H.S.C. (SCIENCE)	Ragib Rabeya Degree College Ragib Nagar, South Surma, Sylhet	3.10 out of 5.00
2006	S.S.C. (SCIENCE)	Hazi Rashid High School Ragib Nagar, South Surma, Sylhet	3.44 out of 5.00

PROFESSIONAL QUALIFICATION

- ◆ At 14th May, 2016 I enrolled myself as an **Advocate** on the roll of the Bangladesh Bar Council to practice before any Court, Tribunal or Revenue Authority subordinate to the High Court Division of the Supreme Court of Bangladesh and joined in Sylhet District Bar Association at 5th June, 2016.
- ◆ Associate **Teacher** of UK Scholars Home, Ragib Nagar, Kamal Bazar, Sylhet.

LANGUAGE PROFICIENCY

- ◆ Good command in Bengali, English and Arabic Language.

COMPUTER LITERACY

- ◆ Application programs such as MS Word, MS Excel and Power Point etc.
- ◆ Good Internet user.

INTERESTS

- ◆ To ponder over legal issues of current and past interest.
- ◆ To contribute by writing in national and international law journals.

SELF ASSESSMENTS

- ◆ Excellent negotiation, interpersonal communication skills.
- ◆ Effective presentation skills & Like challenge to help mould the dream of students.
- ◆ Excellent analytical and problem solving skills.
- ◆ Certificate Holder of Leadership Development Forum of Metropolitan University.

PERSONAL DETAILS

Name : Muhammed Muhibur Rahman
Father's Name : Muhammed Afruj Ali
Mother's Name : Shafia Begum
Permanent Address : Krori Gram, Kamal Bazar, South Surma, Sylhet.
Date of Birth : 15th May 1990
Sex : Male
Nationality : Bangladeshi
Religion : Islam
Marital Status : Single
Blood group : "A" Positive

REFERENCES

Mr. Misbaha Uddin Siraj
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Md. Shofiqur Rahman Choudhury
Former Member
House of the Nation
General Secretary, Bangladesh
Awami Leage.
Cell: +880711-177054

Signature



(Muhammed Muhibur Rahman)