

Date:

The Director

Status.....

Address.....

Subject: Application for the post of a “.....”

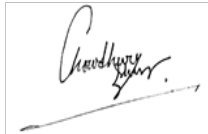
Dear Sir,

With reference to your advertisement published in the(source).... on ..(date)...., I am writing to apply for the post mentioned above.

I hope my academic qualification, experience and others skill fulfill the requirement for the job. I enclose herewith my detailed CV, photos and others necessary document.

I, therefore, am ready to appear at the selection test at your convenient time to prove my worth and offer my best performance for your satisfaction.

Yours sincerely,



(SHUVO CHOWDHURY)

Enclosure:

- CV
- Attested photocopies of all certificates
- 2 copies passport size photo

CV- SHUVO CHOWDHURY

PERSONAL INFORMATION

Name: Shuvo Chowdhury
Date of Birth: 20-10-1993
Mother's name: Ratna chowdhury
Father's name: Ratan chowdhury
Present Address: 101/2 no KedemathTewary Colony,
Enayet Bazar, Batali Road, Chattogram.
Permanent Address: Vill- Boalkhali, P.O- Charandwip
P.S- Boalkhali, Dist- Chattogram.
Mobile: 01778-991233
Email: shuvochynil049@gmail.com
Nationality: Bangladeshi (by birth)
Marital status: Unmarried

PROFILE

I am an enterprising young professional intending to continue my development as a consultant. I think in terms of results and objectives, I am enthusiastic, and I work with decisiveness and conviction. I have a proactive attitude and find positive ways to stimulate and engage with people.

EDUCATION

M.B.A (MASTERS OF BUSINESS ADMINISTRATION)

Year of passing:
Department: Management
Result:
Institute name: Govt. Commerce College, Chattogram
University: National University

B.B.A (Bachelor of Business Administration):

Year of Passing: 2017 (session 11-12)
Department : Management
Result: CGPA-2.97/ 4.00
Institute Name: Islamia University College, Chattogram
University: National University

H.S.C (Higher Secondary School Certificate) :

Year of Passing: 2011
Group: Business Studies
Result: GPA-4.00/5.00

Institute Name: Chittagong Collegiate School, Chattogram
Board: Chattogram

S.S.C (Secondary School Certificate) :

Year of Passing: 2009
Group : Business Studies
Result : GPA-4.44/5.00
Institute Name: Railway Hospital Colony City Corporation High School.Chattogram

EXTRACURRICULAR ACTIVITIES

03/2014-12/2018 **Volunteer Work**

Taught at a SERB coaching center at Enayet Bazar, Chattogram

- Prepared and taught lessons, corrected homework
- Taught approximately 120 students in total

06/2015-12/2018 **Farming**

Having a small goat farm with eight goats

SKILLS

- Languages: Bangla (mother tongue), English (good spoken and written command)
- Software: MS Word, MS Excel, MS Power Point & Internet Browsing.

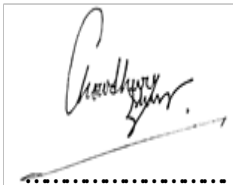
Operating System: Windows XP, Windows 7 & 10

INTEREST & ADDITIONAL INFORMATION

Travel: I backpacked across Ranghamati, Cox's bazar and many others place.

Interest: Visiting, reading, squash, singing, dancing and bodybuilding.

Signature:



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SHUVO CHOWDHURY.