

Curriculum Vitae Of Mustafizur Rahman



» Contact Info:

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Bolaka 21/2, Bananipara, Sunamganj-3000

» Career Objective:

Want to develop my career in a reputed organization through performance regularity, punctuality and dedication. Aim to work on the basis of responsibilities, being flexible on required situations, accepting positive or negative results that might come my way during my professional career and it should satisfy me along with my development.

» Educational Information:

Masters of Business Administration (MBA):

Ongoing

Institute: Metropolitan University, Sylhet

GPA: 3.87 out of 4(Completed semester 1 of 3).

Major: Marketing

Bachelor of Business Administration (BBA):

Graduated in 2016

Institute: Metropolitan University, Sylhet

GPA: 3.66 out of 4.

Major: Marketing

Higher Secondary Certificate (HSC):

Graduated in 2012

Institute: Sunamganj Govt: College, Sunamganj

Board: Sylhet

GPA: 2.30 out of 5.

Group: Business Studies.

Secondary School Certificate (SSC):

Graduated in 2010

Institute: H.M.P High School, Sunamganj

Board: Sylhet

GPA: 3.25 out of 5.

Group: Humanities.

» Working Experiences:

Assistant Librarian At Metropolitan University, Sylhet (Oct'12-Apr'14)

Sales Executive At Universal Book Shop & Business Solutions (May'14-Sep'16.)

DSS At Bkash Limited (Distribution House, Tantipara) (Feb'17-Oct'17.)

» Language Proficiency:

Fluent in speaking and quality writing skills in both Bangla & English language.

» Computer Skills:

I am very good at MS Excel, MS Word, MS Power Point, Photoshop, and have basic knowledge about Illustrator.

MS-Word : ★★★★★

MS-Excel : ★★★★★

MS-Power Point: ★★★★★

Adobe Photoshop: ★★★★★

Adobe Illustrator: ★★★★★

» Personal Skill:

- Excel at both teamwork and working independently.
- Proficient in management, leadership and communication.
- I have the mentality to accept positive or negative and continuously strive to improve myself.
- Punctual and dedicated at any task assigned to me.

» Personal Information:

Name: Mustafizur Rahman
Fathers Name: S. M. Gulam Mostafa
Mothers Name: Rokeya Khatun Nazma
DOB: March 30, 1994
Religion: Islam
Marital Status: Single

» Extra Curricular Activities:

1. Volunteer of Jaago foundation.
2. Volunteer for Lighter Foundation.
3. Member of Leadership Development forum in Sylhet.
4. Organizing Secretary of Metropolitan University sports club.
5. Adviser at Rennesa Social Organization.
6. Member of Blood Fighters.
7. President at Winter Smile club.

» References:

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» Statement:

I hereby declare that the above written information about me are true to the best of my knowledge and belief. And I always prefer that every person should be justified by his or her work.

Ruman

Signature:

Mustafizur Rahman