

# Curriculum Vitae of MD. RUMEN AHMED RAZU



Address: House 501, Janigaon, Post Office : Janigaon – 3000, Sunamganj Sadar, Sunamganj  
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## PERSONAL STATEMENT

Looking for hard and Challenging Job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovate and from where I will be able to enhance my knowledge.

## EDUCATION

09/2015 – Present

**Madan Mohan College - NU | Sylhet, Bangladesh**

**BBA: Accounting**

1st year CGPA: **3.014**

06/2013 – 04/2015

**Jalalabad Cantonment Public School & College | Sylhet, Bangladesh**

**HSC: Business Studies**

GPA: **4.83** | Grade: **A**

01/2011 – 02/2013

**Shaheed Ramizuddin Cantonment School | Dhaka, Bangladesh**

**SSC: Business Studies**

GPA: **4.69** | Grade: **A**

## PROFESSIONAL DEVELOPMENT

- One-day workshop: International Workshop on Communication Skills – WOC-EO
- Computer Course on Microsoft Office - BSCIC

## ADDITIONAL SKILLS

- **Software:** Windows and MAC operating systems; Microsoft Office; HTML/CSS/JS; Adobe Photoshop, After Effect, Premire Pro;
- **Management and Administration**
- **Data Collection and Analysis**
- **Teaching, Tutoring and Presenting**

## Certification

Microsoft Office Package | BSCIC (10/01/2017)

Certificate on Participation | WOC-EO

## Personal Information

**Name :** MD. RUMEN AHMED RAZU

**Father's Name:** MD. NURUL ISLAM

**Mother's Name:** Rahena Begum

**Date of Birth:** 12 January 1996

**Present Address:** PirerBazar, Sylhet

**Permanent Address:** House 501, Janigaon, Post Office : Janigaon – 3000, Sunamganj Sadar, Sunamganj.

**Birth Place:** Sunamganj

**Religion:** Islam

**Marital Status:** Unmarried

Signature