

# Curriculum Vitae

**Hamidur Rahman**

M.A In Bangla

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## CAREER OBJECTIVE

To obtain a position with opportunities to utilize my potentiality, experiences, skill, talent, creativity, sincerity & something innovative for the better achievement of the organization.

## EXPERIENCE

### 1. Join Secretary: (August 01, 2010 – June 20: 2019)

**Organization,s Name:** LALSOBUJ CO-OPERATIVE Ltd.

#### **Description:**

- Maintain All Kind Of Report, Accounting Report & Program Report.
- Maintain appropriate links with local authorities and higher authorities.
- Create weekly, monthly, annual project report.
- Work with team members in necessary and urgent assignment .
- Trained, Motivated to team members to achieve target & goal.
- Report & monitor project update progress.

### General Member: (September 11, 2019 – August 2020)

**Bangladesh Human Rights Council-Rajnagar Branch.**

**Department:** Public Support.

#### **Duties/Responsibilities:**

- Coordinating People About Health, Human rights & Education.
- Monitor and report on effectiveness of Socio communications.
- Prepare professional plan and motivation for Beneficiary .
- Writing and presenting reports to senior management.
- Organizing various meetings and events for buildup their positivity.
- Published annual Magazine, Prospectus, Leaflet Etc.

## ICT QUALIFICATION

**Course & Duration** :Computer office application.(Six month)

**Operating System** : Windows (XP/ Windows 7,8,10)

**Microsoft office package** : MS Word, MS Excel, MS PowerPoint

**Internet Technologies** : SEO, SMM, MIS.

## EXTRA CURRICULAR ACTIVITIES

Freelance Journalism, Writing Article, Poetize, Photography, Poem Recitation. Social Activities.

## EDUCATIONAL QUALIFICATION

### Mastser of Arts in Bangla (M.A in Bangla)

Institute : Shahjalal University of Science and Technology,Sylhet.  
University : Shahjalal University of Science and Technology,Sylhet.  
Passing Year : 2017  
Result : CGPA 3.06 Out of 4.00

### B.A Hon's In Bangla

Institute : Shahjalal University of Science and Technology,Sylhet.  
University: : Shahjalal University of Science and Technology,Sylhet.  
Passing Year : 2016  
Result : CGPA 3.05 Out of 4.00

### Higher Secondary Alim Certificate

Group : Humanities.  
College : Rajnagar DS Degree Madrasha.  
Board : Madrasha Board.  
Passing Year : 2011  
Result : GPA 4.25 Out of 5.00

### Secondary Dakhil Certificate

Group : Humanities.  
School : Moshoria Emdadia Dakhil Madrasha  
Board : Madrasha Board.  
Passing Year : 2009  
Result : GPA 5.00 Out of 5.00

## LANGUAGE PROFICIENCY

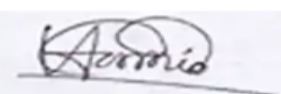
Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Good	Good	Good

## PERSONAL INFORMATION

Full name : Hamidur Rahman.  
Father's Name : Moskon Miah.  
Mother's Name : Aktarun Nahar  
Date of Birth : 14<sup>Th</sup> Jan1994  
Marital Status : Unmarried  
Religion : Islam  
Height : 5.5"  
Nationality : Bangladeshi.  
Present Address : Vill: Telijuri, P.O: Moshoria,, PS:Rajnagar, Dist: Maulvibazar.  
Permanent Address : Vill: Telijuri, P.O: Moshoria,, PS:Rajnagar, Dist: Maulvibazar..

## REFERENC

Md Suleman Boksh  
Assistant Teacher  
Korimpur govt Primary School  
01716-349146)  
Relation: Uncle



Hamidur Rahman