



MD. MONIRUL ISLAM

+8801511886673
mkmonir7789@gmail.com
132/6, East Raza Bazar, Farmgate, Tejgaon, Dhaka.

CAREER SUMMARY

Versatile admin assistant and manages different operations with excellent organizational skills and extensive knowledge of office policies and procedures .Able to work under pressure and collaborate with a team. Proven record of excellence in office administration, minute keeping, generating expense reports and customer service and also providing information to clients and acting as liaison between departments

CAREER OBJECTIVE

To grow along with the organization and become a professional of excellent reput by effectively contributing towards the goal of the organization and secure a position with the organization that will lead to a long term career relationship.

AREAS OF EXPERTISE

- *Time management
- *Professional and mature
- *Strong problem solver
- *Resourceful
- *Self-directed
- *Workaholic
- *Quick Learner
- * Welcome new challenges, especially if they involve implementing & developing schemes

LANGUAGE PROFICIENCY

Excellent communication skills in English and Bangla both written and verbal. Hindi is also.

EXPERIENCES

- *Assistant Relationship Officer of Dutch Bangla Bank LTD. Dhaka. West Green RD
Duration of the Work (6Months) Date: 01-june-2018 to 31-December-2018.
- *Assistant Teacher of Maligasha Mojipur Dakhil Madrasha, Pabna.
Duration of the work (8months) Date: 01-January-2017 to 31-August-2017.
- *Principal of B.C School,(kindergarten) Gaspara, Pabna.
Duration of the work (2 years) Date: 01-january-2015 to 31-December-2016.

EDUCATION

- Masters Degree in English
Govt. Edward college, Pabna | Result (Appeared)
- Bachelor Degree in English
Govt. Edward college, Pabna | 2.32/4 | 2014

- Higher Secondary School Certificate in Business Studies
Govt. Shaheed Bulbul College, Pabna | 3.70/5 | 2009
- Secondary School Certificate in Business Studies
Radhanagar Mojumder Academy Pabna | 3.31/5 | 2007

CERTIFICATE

- Certification in Computer office Application
A | 2015 | Bureau of Manpower, Employment And Training

PERSONAL INFORMATION

- Date of Birth : 24-02-1992
- Father : Md. Shalim Uddin
- Mother : Nasrin Akter
- Address : Vill. Monohorpur Post.Tebunia P/O. Pabna Sadar Dist. Pabna.
- Blood Group : B+
- Marital Status : Single
- NID : 5056476319

INTERESTS

Reading News Papers, Travelling, Watching reality Show (CID) (etc)

REFERANCES

- | | |
|--|---|
| Md. Mahfuzur Rahman
Officer (IT}
Sonali Bank LTD.
01714559458 | Md. Saidur Rahman
Principal
Debottor DegreeCollege,Pabna
01712535933 |
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I, hereby, declare to the best of my knowledge and belief that this CV correctly describes my qualifications and me. I realize that any willful misstatement described herein result me in disqualification or dismissal, if engaged.

Date:

Applicant's Signature