

Resume of

Md. Mahfuzur Rahman

Mailing Address: Rainbow Valley Apartments,

Faser Tek Road,Dhaka 1212.

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Career Objective:

To function in a safe, creative, and stimulating atmosphere bringing the best out of me, which is conducive to develop and involve at a professional as well as a personal level while guiding my potential efforts as an asset to the company.

Personal Abilities:

- Ambitious, hard-working, energetic, and well-disciplined.
- Positive thinking, self-motivated and flexible
- Good communication skills
- Soft-spoken
- Good oral and written skills.

Personal Details:

Father's Name: Md. Habibur Rahman

Mother's Name: Selina Akhter

Date of Birth: 15.02.2000

Religion: Islam

Gender: Male

Nationality: Bangladeshi

Marital Status: Single

Permanent Address: House no: 1112
Hospital Road,
Maijdee court, Noakhali.

Education Qualification:

Secondary School Certificate (SSC)	Higher Secondary School Certificate (HSC)	Bachelor of Business Administration (BBA)
Institute: Noakhali Zilla School	Institute: Milestone College	Institute: United International University
Passing year: 2015	Passing year: 2017	BBA (5 th semester out of 12)
Board: Cumilla	Board: Dhaka	CGPA: Running
Group: Science	Group: Science	
Result: 4.78	Result: 5.00	

Language Proficiency:

- I've good command in listening, speaking and writing both in Bengali & English

Computer skills:

- Basic knowledge of Ms-Word, Ms-Excel, Ms-Power point.
- Good Typewriting
- Well experienced with use of internet

Others Qualities:

- Strong motivation and communication skill for work.
- Capability of adopting with any kind of environment.
- Team Building Leadership.

Extra-Curricular Activities:

- Participated in inter- college competitions.
- Participated in organizing cultural program.
- Member of event organizing committee
- Member of Business Club.

Reference:

Israt Jahan

Asst.professor-Accounting

United International University

Email: israt_jahan@bus.uiu.ac.bd