

Applied For: **Wordpress Developer**

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MD.HASHANUR RAHMAN

Address: Asha Vila, CDA, Nashirabad, Pachlaish, Chittagong
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Career Objective:

To respond all challenges professionally and positively.To achieve a dynamic position where I can utilize my technical skills, creativity, mostly my educational knowledge in order to develop my career contributing in the welfare of the organization.

Special Qualification:

MS office certified, Internet Browsing & Computer Hardwearing (Self known). Linux Operating System.

Employment History:

Total Year of Experience : 1.7 Year(s)

1. EXECUTIVE HR- ADMIN & COMPLIANCE (May 2, 2016 - October 19, 2017)

HKD INTERNATIONAL LTD

Company Location : #49-55, sect- 8,CEPZ, CHITTAGONG

Department: HUMAN RESOURCE

Duties/Responsibilities:

Administrative work, Training, Legal Document, Agreement, Application, Resolution, Billing, Attendance Repot, Absence Reports, Leave maintenance, Requirement, Salary, Maintenance Office, Maintenance man power and company rules. Transportation -Maintenance vehicle, Audit worker floor, Foreigners passport, Visa,etc.

2. desk reporter (March 4, 2015 - June 4, 2015)

saatdin.com

Company Location : mirpur, dhaka

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Arts (MA)	Bengali	University of Chittagong	CGPA:2.83 out of 4	2011	1
Bachelor of Arts (BA)	Bengali	University of Chittagong	CGPA:2.78 out of 4	2010	4
HSC	Business studies	police line school and college rongpur	CGPA:3.1 out of 5	2005	2 years

SSC	science	joshimiah high school fullbari kurigram.	CGPA:3.88 out of 5	2003	2 years
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Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Basic	Ms word, Exel, Power point, Internet, Basic software and hardware, various type operating system.	Department Of Youth Development Ministry Of Youth & Sports.	Bangladesh	Tongi, Gazipur	2016	6 months
Fire Fighting, Fire Prevention, Rescue, First Aid Training.	Fire fighting, fire prevention, rescue, first aid	Bangladesh Fire Service & Civil Defence Directorate	Bangladesh	HKD Int. CEPZ Ltd.	2016	2 Days

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 15000
Expected Salary	: Tk. 15,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Telecommunication, College, Govt./ Semi Govt./ Autonomous body, Newspaper/Magazine, Travel Agent, Tea Garden, Group of Companies, Tobacco, Garments Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Art • Advertising • Administration • Management

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla and English	Medium	Medium	Medium

Personal Details :

Father's Name	: Abdus Salam
Mother's Name	: Mst.Halima Khatun
Date of Birth	: May 29, 1988
Gender	: Male

Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : shahid lutfar rahman sharoni, Jummapara, Chandrokhana, Fullbari, Kurigram.
Current Location : Chittagong

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Makhon lal	Md. Nabiul kabir
Organization	: Department of Bangla, University of Chittagong	Sadharan Bima corporation
Designation	: Lecturer	Assistant Manager
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Relation	: Academic	Relative