

Last Updated : **April 29, 2014**

MD.KHALIDUR RAHMAN

Address: C/O: Md. Akkas Uddin, Ummerkobul, Lawai, South Surma, Sylhet

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Career Objective:

. I am smart looking, self motivated, punctual, sincere, energetic, hard working and willing to work under pressure

Career Summary:

â Worked in Receptionist at North East Medical College &Hospital Sylhet,
Duration 1st June 2003 to October-2010.

â working the Admin Assistant NGO SSKS-NHSDP Project Chevron Fund,Kalapur Clinic,Sremongol,Moulvibazar.(End the project SSFP-Clinic),
Runing roject-NHSDP
Duration: 1st February 2012.to till Date.

Special Qualification:

ï¼ Self managing capability

ï¼ Good presentation ability

Employment History:

Total Year of Experience : 14.6 Year(s)

1. **Admin Assistant (February 1, 2012 - Continuing)**

SSKS

Company Location : Sylhet

Department: Health

Duties/Responsibilities:

Administrative activities

2. **Office Assistant (June 1, 2003 - October 30, 2010)**

North East Medical College &Hospital Sylhet

Company Location : Sylhet

Department: Health

Duties/Responsibilities:

Data entry

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MA	Political Science	National University	Second Class, Marks :57%	2013	2 years
BA	Arts	National University	Second Class, Marks :58%	2001	2 years
HSC	Humanities	Tazpur Degree College	Second Division, Marks :57%	1999	2 years
SSC	Humanities	Sharat Shunday High Schooll	Second Division, Marks :59%	1997	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training Online MIS and Accounting System Training, Trainers (Technohaven Company Dhaka)	Training Online MIS and Accounting System Training, Trainers (Technohaven Company Dhaka)	NGO	Bangladesh	Dhaka	2012	3 Days
Training at Computer, Bangladesh computer council Sylhet	Computer, Bangladesh computer council Sylhet	BCC	Bangladesh	Sylhet	2009	3 months

Professional Qualification:

Certification	Institute	Location	From	To
Basic Computer	BCC	Sylhet	February 1, 2008	May 30, 2008

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 10000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Media/Advertisement/Event Mgt., NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization :
 Types

Specialization:

Fields of Specialization	Description
• Admin	Administrative activitiess

Language Proficiency:

Language	Reading	Writing	Speaking
Bangli	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Late,Md.Geda Miah
Mother"s Name : Late,Angur Bibi.
Date of Birth : January 1, 1979
Gender : Male
Marital Status : Married
Nationality : Banglادishi
Religion : Islam
Permanent Address : Vill:Golmukapon,Po:Golmukapon, P/S:Osmaninagor,Dist:Sylhet.
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: NISHI KANTA DEB	Md. Juman Hussan
Organization	: SSKS	SSKS
Designation	: Clinic Manager	Accounts Officer
Address	: SSKS Surjerhashi Clinic , Kalapur Sreemongol	36 Maktobgolly, Kakitulla
Phone (Off.)	: 01745731285	01745731285
Phone (Res.)	: 01745731285	01745731285
Mobile	: 01745731285	01745731285
EMail	: nishikanta74@gmail.com	jumanhussan@gmail.com
Relation	: Professional	Professional
