

Applied For: **IT Executive (Sylhet)**

Last Updated : **June 24, 2016**

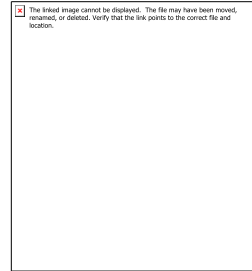
MD. BAKHTIAR RAHMAN

Address: Kazi Monjil(6th Floor), 152/20, Road: 9/3, Block-B, 12 Pollabi, Mirpur, Dhaka-1216

Home Phone: 01719564195

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email:bakhtiar88bd@gmail.com



Career Objective:

Building up a challenging and rewarding career in the Micro Credit sector is my first mission. I enjoy this profession.

Career Summary:

I have been serving in Ad-din Welfare Center(NGO) as Assistant Branch Manager(Micro Credit) in Magura Unit, Magura Branch from 11st March 2015 till now.

Special Qualification:

Computer Fundamentals,
M/S Word, M/S Excel, M/S Power Point,
M/S Excess, Inter Browsing

Employment History:

Total Year of Experience : 4.3 Year(s)

1. Assistant Branch Manager (March 11, 2015 - Continuing)

Ad-din Welfare Center

Company Location : Dhaka Road, Shekh hati, Jessore

Department: Management, Account.

Duties/Responsibilities:

Management, Accountant & Field visit & Micro Credit Related Work

2. Trainee Programmer (April 9, 2014 - November 12, 2014)

CACTS Ltd & Total Solution

Company Location : 840-841 Aman Tower, Ring Road, Shayamoly, Adabor, Dhaka-1216

Department: Software Developer

Duties/Responsibilities:

Good

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Studies (M.B.S)	Management	National University	First Class, Marks :66%	2010	1 Year
Bachelor of Business Studies (B.B.S)	Management	National University	Second Class, Marks :57%	2009	4 Years
HSC	Business Studies	Dr. Abdur Razzak Municipal College, Jessore	CGPA:4.2 out of 5	2005	2 Years
SSC	Science	Chowgacha Shahadat Pilot Secondary School, Chowgacha, Jessore	CGPA:3.56 out of 5	2003	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Post Graduation Diploma IN ORACLE 10g	Programming Practices & Techniques, Database Fundamentals, Database Development using Oracle 10g, Oracle Database 10g SQL,PL/SQL, Oracle Form,Report Developer 10g,Database Administration(DBA1 & DBA2), Basic NT, Photoshop	IBCS-PRIMAX Software (BD) Ltd, 10/A Dhanmondi, Dhaka	Bangladesh	Dhaka	2014	1 year

Professional Qualification:

Certification	Institute	Location	From	To
Vendor Certification(OCF) . Testing ID_ OC1362984	ORACLE UNIVERSITY, USA	IDB,DHAKA(ONLINE EXAM)	March 7, 2013	July 17, 2014
Oracle Database: SQL, PL/SQL & FORMS Certified Expert	IBCS-PRIMAX Software (BD) Ltd, 10/A Dhanmondi, Dhaka	Dhaka	March 5, 2013	June 7, 2014
Computer Fundamentals(Basic)	BITM, Mirpur, Dhaka	Mirpur, Dhaka	February 10, 2012	June 7, 2012

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000

Expected Salary : Tk. 12,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Data Entry/Operator/BPO
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Govt./ Semi Govt./ Autonomous body, NGO, Micro-Credit

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Accounting Data Entry Micro Finance MS Word/ Excel/ PowerPoint/ OneNote 	Assistant Branch Manager in Ad-din Welfare Center with Accountant related work. Trainee Programmer in CACTS Ltd Total Solution 840-841 Aman Tower(4th floor), Shyamoly, Adabor, Dhaka

Extra Curricular Activities:

Company : Palli Shakti Foundation, Mirpur-12, Dhaka Designation : Audit Officer Duration : 6 Months

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium

Personal Details :

Father's Name : Md. Lutfor Rahman
 Mother's Name : Most. Rahima Khatun
 Date of Birth : November 25, 1988
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill + Post: Ramkrishna Pur, Upazila: Chowgacha, District: Jessore
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Assaduzzaman Raju	Zakia Sultana
Organization	: IBCS-PRIMAX, Software (Bangladesh) Ltd	IBCS-PRIMAX, Software (Bangladesh) Ltd
Designation	: Deputy Manager, (Education Department)	Senior Lecturer (Education Dept)
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Relation	: Academic	Academic

