

Applied For: **Wordpress Developer**

Last Updated : **December 17, 2015**

MD. MAHBUB ULLAH MURTAZA

Address: Vill- Rajakpur, Post- Naogaon(6500), P.S.- Naogaon Sadar, Dist- Naogaon.
Mobile : +8801735121114
email:ullah2100@gmail.com, hemaloycomputerplus@gmail.com

Career Objective:

To contribute in an organization where I can integrate my knowledge and skills to add value to that organization and explore my potentials. Looking for a challenging position where I can use my developed through education.

Career Summary:

As an Office Assistant Working at Surma Multipurpose Cooperative Society Ltd.

Employment History:

Total Year of Experience : 5.1 Year(s)

1. Office Assistant (January 1, 2013 - Continuing)

Shurma Multipurpose Cooperative Ltd.

Company Location : Rajakpur, Naogaon

Department: Computer & Cash

Duties/Responsibilities:

All Data Management & Maintain Cash Sector.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Studies	Management	National University	First Class, Marks :61.8%	2011	01
Bachelor of Business Studies	Management	National University	Second Class, Marks :58.43%	2010	04
HSC	Business Studies	Naogaon Govt. College	CGPA:3.8 out of 5	2006	02
SSC	Humanities	S.M.I. Academy, Santahar, Bogra	CGPA:3.56 out of 5	2004	10

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
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Diploma in Computer Science	Basic Computer Application & Office Management Software Training.	Shuvo Technical & Educational Foundation	Bangladesh	Naogaon	2009	06 Months
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Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, India, Malaysia, New Zealand, Saudi Arabia, Canada, Denmark, Finland, France, Mexico
 Preferred Organization Types : Banks, Investment/Merchant Banking, Govt./ Semi Govt./ Autonomous body, Garments, Buying House, Airline, Agro based firms (incl. Agro Processing/Seed/GM), Manpower Recruitment, Group of Companies, Call Center, Cement Industry, Financial Consultants

Language Proficiency:

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

Personal Details :

Father's Name : Md. Ruhul Amin
 Mother's Name : Mariam Begum
 Date of Birth : September 17, 1988
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- Rajakpur, Post- Naogaon(6500), P.S.- Naogaon Sadar, Dist- Naogaon.
 Current Location : Naogaon

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>
Name	: Abul Hasnat Mohammad Mahafuzul Islam	Md. Rofiqul Islam
Organization	: Naogaon Govt. College, Naogaon	Shajalal Islami Bank Ltd.
Designation	: Assistant Professor	Executive Vice President & Head of IT
Address	: Naogaon Govt. College, Naogaon	Gulshan Branch, Dhaka.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01558311454	01755556055
EMail	:	
Relation	: Academic	Relative

