

Last Updated : **January 18, 2018**

MD. SAIFUR RAHMAN

Address: C/O, Abul Kalam Azad, Nazma Villa, House#08, Road#02,
Block#H, Section#01, Mirpur, Shah Ali, Dhaka-1216.
Home Phone: 01722225105
Mobile : 01911393439
email:Saifur_XP@yahoo.com, saifurrahman1216@gmail.com



Career Objective:

To work in a challenging atmosphere where I can expose my inherent expertise.

Career Summary:

To buildup my career in all reputed organizations.

Special Qualification:

Basic Trade in Computer Operator, Institution: ICMS Computer College

Employment History:

Total Year of Experience : 6.9 Year(s)

1. **Computer Operator (May 3, 2014 - Continuing)**

Step Media Limited

Company Location : House No-14, Road No-129, Block-E, Gulshan-1, Dhaka-1212.
Department: Banglalink

2. **Bangla Typist (June 22, 2013 - February 28, 2015)**

Bit Mascot (PVT.) Ltd.

Company Location : House # 239 (3rd Floor), Road # 17, New DOHS, Moha
Department: Admin and Finance

Duties/Responsibilities:

Bangla book type.

3. **Serveyor (February 29, 2012 - March 31, 2012)**

Airtel Bangladesh Limited

Company Location : Shymoli
Department: Human Resource Division

Duties/Responsibilities:

To served the all telecom companies customer service center of visit any location.

4. **Computer Operator (July 29, 2010 - January 29, 2011)**

Independent Television

Company Location : Tejgaon I/A.
Department: Human Resource Development

Duties/Responsibilities:

Input Data from CV.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Eastern University	CGPA:2.53 out of 4	2012	24 Months	Medium
BBA	Finance	Stamford University Bangladesh	CGPA:2.51 out of 4	2009	4 years	BBA
HSC	Commerce Group	Mirpur University College	CGPA:2.1 out of 5	2003	2 years	HSC
SSC	Commerce Group	Shidlai Ashraf Secondary School	CGPA:3.5 out of 5	2001	10 years	SSC

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Trade in Computer Operator	Computer Operator	ICMS Computer College Dhaka	Bangladesh	Dhaka, Mirpur	2000	4 Months

Professional Qualification:

Certification	Institute	Location	From	To
Internship of MBA	Standard Bank Limited	Mirpur- 01	September 14, 2011	December 31, 2011
Internship of BBA	Standard Bank Limited	Dhanmondi	May 28, 2008	August 28, 2008

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 12500
Expected Salary : Tk. 12,000
Preferred Job Category : Accounting/Finance, Data Entry/Operator/BPO, Peon
Barishal, Chattogram, Cumilla, Cox"s Bazar, Dhaka, Khulna,
Preferred District : Mymensingh, Naogaon, Narayanganj, Pabna, Patuakhali,
Satkhira, Sylhet
Preferred Country : United States, Singapore, Switzerland
Preferred Organization : Banks, Telecommunication, Computer Hardware/Network
Types Companies, NGO, Shipping, Buying House, Restaurant,
Airline, Real Estate

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Data Entry Operator (Both English & Bengali)• Data Entry Supervisor• Data Conversion• MBA/ BBA

Extra Curricular Activities:

To work in Computer Hardware Installation.

Language Proficiency:

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

Personal Details :

Father"s Name : Abul Kalam Azad
 Mother"s Name : Jahanara Begum
 Date of Birth : January 1, 1986
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : C/O, Abul Kalam Azad, Nazma Villa, House#08, Road#02, Block#H, Section#01, Mirpur, Shah Ali, Dhaka-1216.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Nur Mohammad	Shibsankar Ghosh Shibu
Organization	: Dhaka City Corporation	Step Media Ltd.
Designation	: Assistant Electrical Engineer Nagar Bhaban (8th Floor),	Asstt. Manager
Address	: Dhaka City Corporation (DCC), Dhaka-1000, Bangladesh	House # 14, Road # 129, Block # E, Gulshan - 01, Dhaka - 1212 .
Phone (Off.)	: 9550689	8825755
Phone (Res.)	: 8053943	
Mobile	: 01911067457	01713366704
EMail	:	shibu@stepmedialtd.com
Relation	: Family Friend	Professional
