

## Md. Meharab Alam

172, Sreepur, Shahrasti, Chandpur-3620  
Mob: +8801999042669, e-mail: alammeharab@gmail.com



### OBJECTIVES

A motivated and committed Business Studies graduate with a proven ability to effectively evaluate, organize and prioritize work within overall project schedule. Able to communicate effectively with work colleague at all level, with the ultimate aim of achieving organizational goal.

### ACADEMIC REVIEW

- **Bachelor of Business Administration**, Hajigonj Model University College with a CGPA of **2.92** out of 4.00 (2019)
- **Higher Secondary Certificate**, Meher Degree College from Business studies group with a GPA of **4.90** out of 5.00 (2014)
- **Secondary School Certificate**, Shahrasti Bahumukhi High school from Business studies group with a GPA of **4.69** out of 5.00 (2012)

### WORK EXPERIENCE

**Computer Teaching Assistant.** (2010-2011)

Job Responsibility:

1. Organize, maintain and manage class system in proper working condition.
2. Manage and monitor student behavior.
3. Arrange any support for student.

### Management Skills

- A clear understanding of management principles.
- Able to work as a part of multidisciplinary team.
- Ability to work under pressure.

### SKILLS

**Computer:** Good working knowledge of Microsoft Word, Excel, Power-point, E-Mail and Internet.

Beginner level with “Adobe Photoshop CS6” and “Adobe Photoshop 6”.

**Languages:** Good communication skill both written and spoken in Bengali and English.

**PERSONAL DETAILS**

Father's Name : Md. Mozaher Alam  
Mother's Name : Kulsuma Akter  
Date of Birth : 09 July 1997  
Sex : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Blood Group : A positive  
Permanent Address : 172, Sreepur, Shahrasti, Chandpur-3620

**REFERENCE**

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| Prof. Mozibur Rahman<br>Department of Management<br>Hajigonj Model University College<br>+8801716003200 | Syed Redwanul Islam<br>Rasti Securities Consultant Ltd.<br>DSE Member # 217<br>Chairman and Managing Director<br>601 (5th floor) Modhumita Cinema Building,<br>158-160 Motijheel C/A, Dhaka - 1000.<br>+8801713035169 |
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I do hereby declare that the particulars provided here are true and no misinformation is given.

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Md. Meharab Alam