

Curriculum Vitae

MD. SHAHALAM (RAFI)

C/O - Mr. Ahmmad Ali

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LinkedIn: <https://linkedin.com/in/md-shahalam-rafi>



Career Objectives:

Looking for a challenging career, where there is a scope for demonstration, always on a lookout for a positive & bigger outlook, to render service in any dynamic and challenging work for making a significant contribution while developing my skill and earn benefit for both the organization and myself.

Special Qualification:

Ex-Cadet of BNCC | Able to interact with all ages | Good representation ability | Ability to handle complex situation | Disciplined | Leadership Quality | Hard Working | Organic | Punctual | | Dedicated | Troubleshooter | IT Support Technician & Graphics Designer | Singer | Office Management & Networking | Community Volunteer of Islamic Relief & VARD etc.

Employment History:

1. Management Information System Administrator (Mar. 01, 2018 – Continue)

Institute Name : **StarTel Distribution (Authorized Dealer of Symphony Mobile)**
Department : Accounting, Look after, Telecom & Sales, Audit.
Location : 77 (3rd floor), Karim Ullah Market, Bondor Bazar, Sylhet.
Duration : Continuing (**Full time**).

2. Business Development Officer (Oct. 01, 2017 – Dec. 31, 2017)

Institute Name : **Kothay Jabon**
Department : Sales & Marketing
Location : 1/D, Ground Floor, Ananda Tower, Jail Road, Sylhet.
Duration : 03 Months (**Full time**).

3. Office Assistant Cum-Computer Operator (Dec. 01, 2016 – Feb. 28, 2017)

Institute Name : **SAARC International College Bangladesh**
Department : IT & Computer Section
Location : Sourav-1, Dorjipara, Raynagar, Sylhet.
Duration : 03 Months (**Full time**).

4. Sales Associate (May 27, 2017 – June 25, 2017) & (June 07, 2016 – July 08, 2016)

Institute Name : **Aarong**
Department : Textile (Saree & Men Shirt)
Location : Nayashorak, Sylhet.
Duration : 02 Months (**Part time**).
Remarks : Have done the job twice in this outlet.

Academic Qualification:

Exam Title	Concentration/ Major	Institute	University/Board	Result	Pas. Year	Duration
M.S.S	Economics	M. C. College	National University	Appeared	2015	01
B.S.S.	Economics	M. C. College	National University	CGPA: 2.83 out of 4	2014	04
H.S.C	Business Studies	Dharmaghar College	Sylhet Board	GPA: 3.50 out of 5	2010	02
S.S.C	Humanities	Gobindapur Govt. High School	Sylhet Board	GPA: 3.25 out of 5	2008	02

Training Summary:

Training Title	Institute	Topic	Location	Year	Duration
Tour Guide	Bangladesh Tourism Board & Sylhet District Administration	About Travels & Tourism.	Sylhet D.C. Office, Sylhet.	2017	03 Days
Advance/ Refreshers Course	Asian Disaster Preparedness Center (ADPC) and FSCD	Advance/ Refreshers Course on Collapsed Structure Search, Rescue, Fire Fighting & First Aid.	South Surma Fire Station, Alampur, Sylhet.	2015	02 Days
Community Level Volunteer Training Programme	Fire Service & Civil Defense and CDMP	Training on Collapsed Structure Search, Rescue, and Fire Fighting & First Aid Course.	South Surma Fire Station, Alampur, Sylhet.	2014	03 Days
Professional Freelancing	Ministry of Finance, Bangladesh Bank & TMSS	1. Perform Professional Freelancing Tools, Professional Freelancing Techniques. 6. Perform Online Outsourcing Marketplaces & Earning Techniques.	Shahporan, Sylhet.	2016-2017	3 Hours & 03 Months
Graphics Design	Skills for Employment Investment Program (SEIP) & Sylhet Technical Training Centre	1. Use device, computer, printer, and Internet system & plotter machine. 2. Create shapes and Apply text (e.g. illustrator). 3. Organize object with layers.	Technical Training Centre, Alampur, Sylhet.	2015	3 Hours & 06 Months
Central Training Exercise (CTE)	Bangladesh National Cadet Corps (BNCC)	Chain of Commanding, Leading, Discipline, Parade Drill, Cultural Activities, Game and Punctuality.	BNCC Training Ground, Baipayl, Dhaka.	2014	13 Days
Annual Training Exercise (ATE)	Bangladesh National Cadet Corps (BNCC)	Chain of Commanding, Leading, Discipline, Parade Drill, Cultural Activities, Game and Punctuality etc.	Old Airport Runway, Comilla.	2012	15 Days
Master Trainer	Islamic Relief & VARD	Consciousness on Disaster and Disaster Managements during disaster period.	Britannia Hotel & Restaurant, Sylhet	2015	03 Days
Introduction to Applications and Unicode Bangla	Self-Development Training Institution	Concepts of Computer, OS, MS Word, MS Excel, MS Access, MS PowerPoint, Visual Basic and Internet and e-mail etc.	Blue Water, Zindabazar, Sylhet.	2012	1.5 Hours & 40 Days.
ITF Taekwon-Do Training Camp	International Taekwon-Do Federation	About Self Defense.	The Aided High School, Tatipara, Sylhet.	2014	05 Days

Computer Skills:

- Excellent in data searching and analysis using **MS Excel**.
- Excellent in report presentation using **MS Power Point**.
- Excellent in report writing using **MS Word**.
- Excellent in **Adobe Photoshop & Adobe Illustrator**.
- Excellent in **Web Browsing & Social Networking**.

Extra-Curricular Activities:

- Have done the duties as a **Cadet Sergeant & Platoon In-charge** of Govt. M.C College **BNCC** Platoon (**ARMY** Wing), Sylhet, Under **Mainamati** Regiment, Comilla.
- Serving As a **Director** after finishing the responsibilities of the **Secretary** successfully of **Tourist Club of MC College**, Sylhet.
- Serving as a Member of **Bangladesh Ex-Cadets Association (BECA)** Sylhet Unit.
- Serving as Urban/Community **Volunteer** at **Fire Service & Civil Defense**.
- **Master Trainer** at the Project of DIPECHO 8th under **VARD**.

Language Proficiency:

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

Personal Synopsis:

Name : Md. Shahalam(Rafi)
Father's Name : Ahmmad Ali
Mother's Name : Najma Begum
Date of Birth : May 12, 1992
Gender : Male
Marital Status : Unmarried
Height : 5 feet 5 inch
Weight : 55 Kilogram
Nationality : Bangladeshi (By Birth)
National Id No. : 19923617160000114
Siblings : Two Brothers & three sisters
Religion : Islam
Permanent Address : Vill-Sontushpur, P/O-Dharmaghar, P/S-Madhabpur, Dist- Habiganj.
Current Location : Uposhohor, Sylhet.

Reference (S):**Reference: 01**

Name : Prof. Lt. Col. (Retd.) M Ataur Rahman Pir
Designation : Former Principal
Organization : Madan Mohan College, Sylhet.
Address : T.B. Gate, ShahiEidgah, Sylhet.
Mobile : 01711923373
E-Mail : ataurpir@yahoo.com
Relation : Academic

Reference: 02

Prof. Md. Hayatul Islam Akanjee
Principal
Sylhet Govt. Women's College.
Supply Road, Ambarkana, Sylhet.
01715141556
akanjee61@gmail.com
Academic

I have declared that above information is true to extend my knowledge and the documents. Relevant to the given information may be providing when necessary.

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Date:

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Signature: