

# Resume Of

**MD. RAKIBUL ISLAM BHUIYAN**

Contact No: 01794-165270

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## Present Address :

Vill- Brahmanpara, P.O- Brahman para  
P.S- Brahmanpara, Dist- Cumilla.

## Permanent Address:

Vill- Brahmanpara, P.O- Brahmanpara  
P.S- Brahmanpara, Dist- Cumilla.

## CAREER OBJECTIVE:

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utilize my learning, interpersonal skill, analytical ability and adaptability for further development to build-up career with hard-working on my ability and knowledge.

## LANGUAGE PROFICIENCY:

- ❖ Good command in spoken in English & Bengali.

## STRENGTH:

Able to work with efficiency and independently with good self presentation under stress ability to create excellent interpersonal relation.

## SELF EVALUATION:

- ❖ Very good temperament and like to take challenges.
- ❖ Good communication skill, self motivated, industrious and punctual.
- ❖ Able to work in group and individual working environment.
- ❖ Organizing & leadership competence.
- ❖ Co-operative & Innovative.

## COMPUTER PROFICIENCY:

- ❖ Office Application : Microsoft Word, Excel, Access, Power Point & Internet Browsing.
- ❖ Graphics Design : Adobe Photoshop (Good Printing Knowledge).
- ❖ Typing Skill : 35 letters in a minute (English & Bengali).

## ACADEMIC QUALIFICATION:

EXAM NAME	PASSING YEAR	GROUP	GPA	BOARD
S.S.C(Secondary School Certificate)	2013	Science	3.69 (Out of 5.00)	Cumilla, Bangladesh
H.S.C(Higher Secondary Certificate)	2015	Humanities	4.33 (Out of 5.00)	Cumilla, Bangladesh

<b>B.A (Bachelor of Arts)</b>	2019	<i>IHC (Islamic History &amp; Culture)</i>	2.68 (Out of 4.00)	National University
<b>M.A (Masters of Arts)</b>	2020	<i>IHC (Islamic History &amp; Culture)</i>	2.63 (Out of 4.00)	National University

### **Courses About Computer Training :**

No	Name of Course	Institution	Period	Result	Country
01	<i>National Skill Standard Basic 6 Months Course Examination Computer Office Application</i>	<i>Genetic Computer Institute</i>	<i>July- December, 2016</i>	<i>4.00 (Out of 5.00)</i>	<i>Bangladesh</i>
02	<i>Mobile Computer Training Course</i>	<i>Department of Youth Development</i>	<i>01/12/2017 to 31/12/2017</i>	<i>5.00 (Out of 5.00)</i>	<i>Bangladesh</i>
03	<i>Computer Training Course</i>	<i>Smart Information &amp; Technology</i>	<i>01/01/2018 to 31/03/2018</i>	<i>4.00 (Out of 5.00)</i>	<i>Bangladesh</i>

### **PERSONAL INFORMATION:**

Father's Name : *Mohammad Ali Ullah Bhuiyan*  
 Mother's Name : *Ayesha Begum*  
 Date of Birth : *01-01-1997*  
 Place of Birth : *Brahmanpara, Cumilla, Bangladesh.*  
 Nationality : *Bangladeshi by birth*  
 National ID No. : *1026312668*  
 Passport No. : *A11219478*  
 Religion : *Islam (Sunni)*  
 Gender : *Male*  
 Height : *5'4"*  
 Weight : *56*  
 Eye's Color : *Black*  
 Blood Group : *A+(ve)*  
 Marital Status : *Married*

### **DECLARATION:**

*I, the undersigned do hereby state that to the base of my knowledge and belief, the above mentioned data correctly described me and my qualification.*



**(Mohammad Rakibul Islam)**

Date : 15/07/2024