



CURRICULUM VITAE

of

MD. Tofazzul Haque Khan

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CAREER OBJECTIVE

To develop a shiny career in engineering sector, where I will have the scope to utilize my potentially. Adaptability and skills to do something innovative and opportunity for long term career growth and advancement.

EDUCATIONAL QUALIFICATION

Degree : Higher Secondary Certificate (H.S.C.)
Institution : Syed sayeed Uddin University College
Board : Bangladesh Open University
Group : Arts
Year of passing : 2011
Result : 2.90 (Scale of 5.00)

Degree : Secondary School Certificate (S.S.C.)
Institution : Islampur A.K.R.I High School
Board : Bangladesh Technical Education Board
Group : General Electrical work
Year of passing : 2007
Result : 4.09 (Scale of 5.00)

PERSONAL QUALIFICATION

- ❖ Ability to cope up with different situation
- ❖ Very good temperament and like to take challenge
- ❖ Co-operative & innovative
- ❖ Good communication skill and ability to interact with subordinate.
- ❖ Can learn quickly to necessary details of work.
- ❖ Possess the necessary dynamism to achieve result.

EXPERIENCE

- **Front Desk Executive** at Chander Hasi Hospital Limited, Habigonj. With 5 December 2016 to 1 July 2018.
- **Store In-Charge** at Chander Hasi Hospital Limited, Habigonj. With 1 July 2018 to 30 August 2021.
- **Assistant Manager** at Janakallyan Diagnostic Centre, Bahubal, Habigonj. Experience with 2 Year.

**EXTRA
CURRICULUM
ACTIVITIES**

Package program

- ❖ MS-Word.
- ❖ MS-Excel.
- ❖ Internet Browsing.
- ❖ Graphic Design

**LANGUAGE
PROFICIENCY**

| Language | Writing | Reading | Speaking |
|----------|-----------|-----------|-----------|
| Bengali | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Good |

**PERSONAL
INFORMATION**

Name : **Md. Tofazzul Haque Khan**
Father's Name : Md. Imdadul Haque Khan
Mother's Name : Shahnaz Khandaker
Date of Birth : 15 January 1991
Place of Birth : Madhabpur
Sex : Male
Religion : Islam
Marital Status : Married
Nationality : Bangladeshi (By Birth)
Height : 5 feet 5 inch
Weight : 52 kg
Blood Group : B+

**PERMANENT
ADDRESS**

Md. Tofazzul Haque Khan
C/O: Md. Imdadul Haque Khan
West Madhabpur, (Word No.3), Madhabpur Poursova,
P.S: Madhabpur. Dist: Habiganj.

PRESENT

Md. Tofazzul Haque Khan
C/O: Md. Imdadul Haque Khan
West Madhabpur, (Word No.3), Madhabpur Poursova,
P.S: Madhabpur. Dist: Habiganj.

DECLARATION

I am undersigned, hereby declare that all the information included here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates.

Signature



(Md. Tofazzul Haque Khan)