

CURRICULUM VITAE

of

Shamsur Rahman Khan

Damia, Durlavpur, Moulvibazar Sadar-3200

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CAREER OBJECTIVE

To obtain a position with opportunities to utilize my technical, branding and marketing experiences, skill, talent, creativity, sincerity for the better achievement of the organization.

EXPERIENCE

Manager: (February 01: 2018 – December 31: 2018)

The Lab Aid Diagnostic and Consultation Center

Department: Management

Duties/Responsibilities:

- Mange all the institution and all the employees.
- Monitor and maintains accounts.

Data Entry Operator : (January 12: 2020– September 30: 2020)

Golden Harvest InfoTech Ltd.

Department: Online Data Entry Operator

Duties/Responsibilities:

- Entry and check the Portuguese data.

Receptionist:

Rest Inn Hotel, Moulvibazar

Department: Hotel Management

OTHER QUALIFICATION

Software	: Photoshop, Filmora, ETC
Operating System	: Windows (XP/ Windows 7,8,10)
Microsoft office package	: MS Word, MS Excel, MS PowerPoint
Internet Technologies	: Browsing, Email, Online Marketing etc.

EDUCATIONAL QUALIFICATION

BACHALOR (BA Pass)

University : National University
Passing Year : 2016
Result : CGPA 2.43

Higher Secondary Certificate (HSC)

Institute : Moulvibazar Govt. College.
Board : Sylhet
Passing Year : 2013
Result : GPA 2.90

Secondary School Certificate (Dakhil)

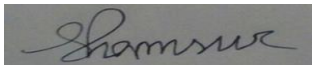
Group : General
Madrasah : Buddimontapur Mohius Sunnah Dakhil Madrasah
Board : Bangladesh Madrash Education Board
Passing Year : 2011
Result : GPA 4.13

LANGUAGE PROFICIENCY

Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Good	Good	Excellent

PERSONAL INFORMATION

Full name : Shamsur Rahman Khan
Father's Name : Late Md Azizur Rahman Khan
Mother's Name : Rosia Khanam
Date of Birth : 09-01-1992
Marital Status : Unmarried
National Id No : 4197527031
Religion : Islam
Present Address : Vill: Damia, P.O: Durlavpur, P.S: Moulvibazar Sadar,
Dist: Moulvibazar - 3200
Permanent Address : Vill: Damia, P.O: Durlavpur, P.S: Moulvibazar Sadar,
Dist: Moulvibazar - 3200



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