

# RESUME OF SHAYFUR RAHMAN

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Neuashi-5660, Nageshwari, Kurigram.



## Career Summary

I prefer to introduce myself as a Communication Specialist, Anchor and Skills & Employments Activist who believes in Improvisation. My Aim is to face all the challenges with realistic professional spirit and make the career brilliant one. This professional spirit may suits to any profession. I want to do something innovative from where I will be able to show my competency.

## Education

### Bachelor of Social Science (B.S.S Honours)

Name of the Institution	:	Begum Rokeya University, Rangpur.
Discipline	:	Sociology
Session	:	2013-14.
Course Duration	:	Four Years
Result	:	CGPA- 3.36 (out of 4)
Year of Passing	:	2017

### Higher Secondary Certificate (Alim) Examination:

Name of Institution	:	Nageswari Kamil Madrasah, Kurigram.
Board	:	Madrasah
Group	:	Science
Result	:	4.50 (out of 5)
Passing year	:	2012

### Secondary School Certificate (Dakhil) Examination:

Institution	:	Neuashi Islamia Senior Madrasah, Kurigram.
Board	:	Madrasah
Group	:	Science
Result	:	GPA- 5.0 (out of 5)
Passing year	:	2010

**Personal Information**

Name : Shayfur Rahman  
Father's Name : Shamsul Haque  
Mother's Name : Jobeda Begum  
Present Address : Village: Sordarpara, Thana: Kotwali, District: Rangpu  
Permanent Address : Village: Balatari, Post: Neuashi-5660, Thana:  
Nageshwari, District: Kurigram.  
Date of Birth : August 30, 1995  
Height : 5' 5.5"  
Sex : Male  
Blood Group : AB-  
Marital Status : Unmarried  
Nationality : Bangladeshi (by birth)  
National ID No : 3290819766  
Religion : Islam  
Home District : Kurigram

**Key Skills**

- Updating work colleagues on business performance, new initiatives and related issues.
- Providing focus and direction to subordinates.
- Decision making and problem solving.
- Work scheduling that improves employee performance and reduces absenteeism.
- People management.
- Cost control, budget control and financial management.
- Motivating employees to do better.
- Accuracy and attention to detail.
- Ability to work as part of a team.
- Sales, marketing and merchandising.
- Effective administrative procedures.
- Ensuring high levels of customer satisfaction.
- Superb oral and written communication skills.
- Flexible, open to ideas and willing to learn.
- Extensive commercial awareness.
- Leadership skills.
- Communication, coordination and analysis skills.

### **Areas of Expertise**

Leadership skills	Cost control	commercially aware
IT skills	Forward planning	COSHH awareness
Customer service	Communication skills	Time management
Administrative support	Managing stationary	Organizing meetings
Document management	Report writing	

### **Language Efficiency**

- Bengali : Fluent as a mother tongue.
- English : Fluent (Listening, Reading, Writing & Speaking).
- Arabic : Fluent (Listening, Reading, Writing)

### **Computer/Tech**

- ❖ Sound knowledge of troubleshooting techniques for Microsoft Office Suite.
- ❖ Application Program: Microsoft Office Suite, Microsoft Office Excel, Microsoft Power Point, Microsoft Access.
- ❖ Internet Browsing: Email, Web Search, Browsing Etc.
- ❖ High levels of analytical ability mean that problems can be understood and overcome quickly and efficiently.
- ❖ Methodical approach to challenges means that problems can be overcome with solutions identified and implemented in the most efficient manner.
- ❖ Always seeking new information and keeping up to date with current requirements and innovations within the field of expertise.

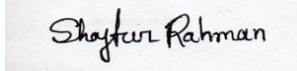
### **Reference**

<b>Muhammad Ilias Sabbir</b> Assistant Professor Dept. of Sociology Begum Rokeya University, Rangpur. Mobile: 01747830948 E-mail: Iliassabbirsociology@gmail.com Relation: Student teacher relationship	<b>Lutfur Rahman</b> Manager (Principal Officer) at Janata Bank Limited. Address: Village: Balatari, Post: Neuashi, Thana: Nageswari, District: Kurigram. Mobile: 01716922811 E-mail: lutfur408@gmail.com Relation: Family Relationship
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**Declaration**

I declare that the information provided in this form are correct, true and complete to the best of my knowledge and belief.

Signature:

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and reads "Shayfur Rahman".

(Shayfur Rahman)