

MD. ABDUR RAZZAK

Address: Dhanuhatarpar, Akhalia, Sylhet

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E-mail : Arsust71@gmail.com



Career Objective

Looking for an opportunity to utilize my acquired skills and training to help the organization and my future peers grow. I want my efforts to make a considerable difference to the organization and help in their consequent success.

Strengths

- Hard working
- Communication skill
- Quick learner
- Leadership skill

Academic Qualifications

- **Bachelor of Business Administration (BBA)**
 - Major : Finance & Banking
 - Result : CGPA-3.45 out of 4.00 (120 credits)
 - Passing Year : 2019
 - University : Shahjalal University of Science and Technology, Sylhet.
- **Higher Secondary Certificate (H.S.C.)**
 - Background : Science
 - Result : GPA-5.00
 - Passing Year : 2014
 - Board : Sylhet
 - College : Kulaura Degree College
- **Secondary School Certificate (S.S.C.)**
 - Background : Science
 - Result : GPA-5.00
 - Passing Year : 2012
 - Board : Sylhet
 - School : Mahtab Sayera High School

Language Efficiency

- Good command over Bengali & English language

Area of Experience

- Internship at “United Commercial bank”, Amborkhana branch, Sylhet
Duration : 3 months (01.07.2019 to 30.09.2019)
Key Responsibilities : Dealing with customers, Account opening, Cheque clearing, Computer posting

Computer Proficiency

Operating System : Windows 7, 10
Application Software : Microsoft Office (Word, Excel, PowerPoint)
Networking : Internet E-Mail, Browsing

Personal Details

Name : Md Abdur Razzak
Father's Name : Late Md Abdul Hye
Mother's Name : Monsura Begum
Sex : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Date of Birth : 28.08.1996
Blood Group : A+
Permanent Address : Bisrakandi, kulaura, Moulvibazar

I hereby confirm that all the information stated above are fully correct according to the best of my knowledge.

Reference

Md. Jafar Sadeque
Assistant Vice President
United Commercial bank
Amborkhana branch, Sylhet
Contact : 01915479045
E-mail : jafar.sadeque@ucb.com.bd

Abdur Razzak
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Signature