

RESUME
MD. MUSTAFIZUR RAHMAN
Mobile: 01719-182910



PRESENT ADDRESS:

Gurni-15, Joytara Tawor,
Dottopara, Amberkhana
Sylhet-3100.
Bangladesh .

PERMANENT ADDRESS

C/O, Md. Hifjur Rahman
Vill: Sultanpur
Post: Gongajol
P.S: Zakigonj
Dist: Sylhet, Bangladesh.

Career objective

Seeking responsibilities and opportunities in those areas where academic background and skill can be exercised and field of interests are also synchronized in order to develop and upgrade my career. I am willing committed individual.

Education

Masters of Business Administration (MBA):

Name of the Institution: Sylhet International University, Sylhet.
Year of Completion: 2017
Major: Human Recourse Management (HRM)
Medium of Study: English.
Result: 3.50 (on 4.00 point Scale)
Enrollment Date: 2015-2016

Bachelor of Business Administration (BBA):

Name of the Institution: Sylhet International University, Sylhet.
Year of Completion: 2015.
Major: Marketing
Medium of Study: English.
Result: CGPA 3.06 (on 4.00 point scale)
Enrollment Date: 2011-2014.

Higher Secondary Certificate (HSC):

Name of the Institution: Sylhet Model School & college
Year of Completion: 2010.
Group: Business Studies.
Board: Sylhet.
Result: GPA 3.00(on 5.00 point scale).
Medium of Study: Bengali.

Secondary School Certificate (SSC):

Name of the Institution: Jubed ali secondary school
Year of Completion: 2008.
Group: Science
Board: Sylhet.
Result: GPA 3.00 (on 5.00 point scale).
Medium of Study: Bengali.

Personal Information

Name : Md.Mustafizur Rahman
Father's Name : Md. Abdur Rahman
Mother's Name : Shahanaj Sultana
Date Of Birth : 01 January 1991
Nationality : Bangladeshi
Religion : Islam
Marital Status : Single
Blood Group : B (+Ve)
Contact No : +8801719182910
Email : siu20020@gmail.com
NID : 19909119476000186

Training Summary

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	MBA Internship 3 month Training	Agrani Bank Ltd.	Bangladesh	Sylhet	2017	3 Month
Internship	BBA Internship 3 month Training	Islami Bank Bangladesh	Bangladesh	Sylhet	2015	3 Month
Career Plan Workshop	Career Plan Workshop organised by Sylhet International University.	Sylhet International University	Bangladesh	Sylhet	2015	02 Days
Higher Diploma in Computer Science & Engineering	Microsoft office,hardware & Software 1 Year Training	National Youth Development & Career Building Academy	Bangladsh	Sylhet	2014	1 year

Working Experiences:

1.Ababil Air Service

Accountant & Data Entry Operator

2.Executive, Sales & Marketing (From July 1, 2017 to December 31,2018)

Azan Tech Ltd

9th Floor,House-12,Block-C,Banasree Main Road,Rampura,Dhaka-1219.

Responsibilities:

- Sales GPS Tracker is key Responsibility
- Creating new customers is the prime responsibility.
- Undertake sales promotional activities.

Computer proficiency

Special skill in Accounting Software: Tally ERP 9

Special skill in: E-GP Tender Posting LTM Method

System software: Microsoft Windows XP/VISTA/7/8/10.

Application software: Microsoft Word, Microsoft Excel, Microsoft Power Point,
& other internet related applications.

Typing Speed: English: 40 WPM and Bangla: 30 WPM.

Language Proficiency

Excellent command on speaking and writing in Bengali as our mother tongue, and in English as a second language.

Other Interest

- To work with different types of people.
- To know about the changing world.
- To work in a Business Administration.
- Traveling, Photographing.

Strengths

- Concern for others.
- Being friendly.
- Good communication skills.
- Technological knowledge..

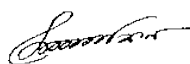
REFERENCES

1/ **Md. Samsur Rahman**
Senior Principal Officer (SPO) &
Branch manager.
Agrani Bank Haripur Gas Field Branch.
Sylhet 3100, Bangladesh
Cell: +8801712905073

2/ **Adv.md.sadik-un-nur choudhury**
Assistant manager (law)
Jalalbad gas t & d system ltd.
Gas Bahban(3rd floor), Mendibag
Sylhet-3100,bangladesh.
Cell Phone: +8801712636598
Email: sadsun@gmail.com

DECLARATION

I hereby declare that the all information given above is true to the best of my knowledge and belief.



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Signature

Date: