

Applied For: **SEO Expert**

Last Updated : **August 17, 2017**

## Masud Rana

Address: 1/25, Govt. Printing Press, Staff Quarter, Tejgaon, Dhaka-1208.  
Mobile : 01733889755  
email: Masudsdp00@gmail.com



### **Employment History:**

**Total Year of Experience : 2.4 Year(s)**

1. **Project Finance Officer. ( August 1, 2016 - Continuing)**

**Green Housing & Energy Ltd.**

Company Location : House#16, DIT Project, Merul Badda, Dhaka  
Department: Project Finance Officer.

2. **Computer Operator. (Contractual) ( July 1, 2015 - June 30, 2016)**

**Bangladesh National Herbarium.**

Company Location : Chiriakhana Road, Mirpur-1, Dhaka-1216  
Department: Computer Operator

**Duties/Responsibilities:**

I am very responsible for my work. i will be able to do any kind of jobs.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Masters of Social Science (MSS)	Economics	Naogaon Govt. College, Naogaon (Under National University)	First Class, Marks :60%	2013
Bachelor of Social Science (BSS)	Economics	Naogaon Govt. College, Naogaon (Under National University).	Second Class, Marks :59%	2012
HSC	Humanities.	Sunflower School & College, Saidpur Nilphamary.	CGPA:3.5 out of 5	2007
SSC	Humanities	Bangladesh Railway Govt.HighSchool, Saidpur. (Under Rajshahi Board)	CGPA:3.88 out of 5	2005

### **Career and Application Information:**

Expected Salary : Tk. 15,000

Preferred Job Category : Data Entry/Computer Operator  
Preferred District :  
Preferred Organization Types :

**Specialization:**

» Have excellent command in MS Excel, MS Word, Power Point, and MS Access etc. » Competent in dealing with internet, E-mail operating. » Operating Systems Windows 7, 8, 8.1 Applications Software.  
» Bangla And English Typing Speed is High.

**Extra Curricular Activities:**

» Commendable communication and Motivation skills. » Ability to work independently as well as a team member. » Sound ethical background and integrity. » Able to fit into multicultural » Good Analytical ability and presentation skills

**Language Proficiency:**

Language	Reading	Writing	Speaking
English :	High	High	High
bangla	High	High	High

**Personal Details :**

Father's Name : Md.Wazed Ali  
Mother's Name : Anju Ara  
Date of Birth : December 12, 1989  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : islam  
Permanent Address : Permanent Address - Village : Prannath Pur. Post Office : Raninagar. Upazial : Adamdighi. District : Bogra.  
Current Location : Mirpur

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md . Shahjahan Ali.	Md.Shamim Ahmed
Organization	: Binder. Govt.Printing Press,Tejgaon	Lakshmipur Mohila College, Lakshmipur.
Designation	: Binder. Govt.Printing Press,Tejgaon	Lecturer (Political Science)
Address	: Staff Quarter,Tejgaon,	Lakshmipur Mohila College, Lakshmipur.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01716258167.	01738586742
EMail	:	
Relation	: Relative	Family Friend