

Curriculum Vitae of MD: Abdur Rahman



✉ rahmanjakir808@gmail.com

☎ Phone: +88 01736 717 352

Address:

Azadi 86, Mirboxtula, Sylhet.

CAREER OBJECTIVE

Aim to work creatively in a competitive and challenging with strong responsibility and commitment where job satisfaction and career development will be provided.

EDUCATION

Master Of Business Administration (MBA):

Passed in 2018,

Institute: Metropolitan University, Sylhet

Major: Marketing

CGPA: 3.13

Higher Secondary Certificate (HSC):

Passed in 2012,

Institute: Jalalabad College, Sylhet

Board: Sylhet.

Group: Business Studies.

GPA: 4.20

Bachelor Of Business Administration (BBA):

Passed in 2016,

Institute: Metropolitan University, Sylhet

Major: Marketing

CGPA: 2.85

Secondary School Certificate (SSC):

Passed in 2010,

Institute: Kanaighat Govt. High School, Sylhet

Board: Sylhet.

Group: Science.

GPA: 3.75

EXPERIENCE

Market Associate

(February 5, 2016 - January 20, 2018)

Daylight International advertising agency.

Duties/Responsibilities:

Helping clients to find the best marketing techniques, advertising medium

Student Counselor

(July 21, 2014 - September 5, 2015)

Well international visa Consultancy firm.

Duties/Responsibilities:

Collecting & transferring various information about courses of different institutions & immigration policy of the countries.

LANGUAGES

Have a good fluency in Reading, Writing and Speaking English. Capable to Read, Write and Speak fluently in Bangla, as well as English.

COMPUTER SKILLS

I have been completed basic computer MS-Word, MS-Excel, MS-Power Point & have basic knowledge in Internet surfing, Mailing etc.

Internet Surfing
Mailing
MS Office

PERSONAL SKILLS

Perform with in team or individual capacities.
Have a friendly and responsible nature.
Maintain a professional attitude at work.

PERSONAL INFORMATION

Born at 5th january 1994
Father: MD: Kamal Uddin
Mother: MRS: Shanaz Shirin
Nationality: Bangladeshi
Religion: Islam
Marital Status: Single

EXTRA CURRICULAR ACTIVITIES

1. Volunteer of Jaago Foundation
2. Vice president at Bornali Somaj kollyan Sangstha
3. Adviser at Renesa
4. President at Winter Smile Club
5. Member of Blood Fighters

REFERENCE

Md.Emran Uddin
Assistant professor
Mobile: 01671-870552
E-Mail: emran@metrouni.edu.bd
Metropolitan University, sylhet.

Md. Nazmul Hussain
Assitant Revenue Officer
Mobile: 01726-383247
E-Mail: najmuleng07@gmail.com
Customs Exiscse & Vat Commissionerate, Sylhet.

STATEMENT

I hereby declare that the above written information about me are true to the best of my knowledge and belif.
And I always prefer that every person should be justified by his or her work.

Signature:

Rahman

MD: Abdur Rahman