Resume of

Md. Mujidur Rahman Rayhan

<u>Contact Details:</u>

Vill: Kayestorail, 25 No. Ward, Sylhet- 3100

Mobile: +88 01911112363 or   +8801714770803

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CAREER OBJECTIVE:

My aim is to attach myself with any profession where I can complete with any Challengeable environment. I will try my level best to do my job honestly & dynamically.

To obtain a responsible position through which I can utilize my knowledge, enhance my skills as well as can acquire the ability to face a high level of challenges with sincerity, honesty and dignity.

Qualification Detail:

Post-Graduation Profile: **Masters of Social Science (MSS)**
Major Subject: Economics
Institute: M C College, Sylhet.
Now Running 1st Year
University: National University.

Graduation Profile: **Bachelor of Social Science (BSS)**
Institute: M C College, Sylhet.
Passing Year: 2013
Result: 2nd Division
University: National University.

H.S.C Profile: Institute   : Madan Mohan College, Sylhet.
Board   : Sylhet.
Group   : Business studies.
GPA   : C (2.60)
Year   : 2007

S.S.C Profile: School   : Kayesthorail High School, Sylhet.
Board   : Sylhet.
Group   : Science.
GPA   : B (3.19)
Year   : 2005

Language: Bengali is mother tongue. Good in English and also fluent in Bengali. Both in written & verbal as mother Language. Fluent in English speaking and writing.

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	High	Medium
ARABIC	High	Low	Low
HINDI	Low	Low	Medium

Training Program	

Course Name	: Diploma in Information & Communication Technology (DICT)

Organization	: Bangladesh Computer Council (BCC), Sylhet Regional Office.
Department	: Ministry of Science, Information & Communication Technology.
Location	: House No. 140, Road No. 04, Block. E, Shahjalal Uposhohor, Sylhet.
Duration	: 6 months.

Course Name	: Hardware Maintenance & Troubleshooting (HMTS)

Organization	: Bangladesh Computer Council (BCC) , Sylhet Regional Office.
Location	: House No. 140, Road No. 04, Block. E, Shahjalal Uposhohor, Sylhet.
Duration	: 3 months.

Course Name	: Computer Operation

Organization	: Sylhet Technical Training Center (STTC)
Location	: Alampur, South Surma, Sylhet 3100.
Duration	: 6 months.

Course Name	: Modern Office Management & Computer Aplication

Organization	: National Youth Development Institution.
Location	: Payra. 50, Dorgah Moholla, Sylhet 3100.
Duration	: 6 months.

Course Name	: Refrigeration & Air Conditioning (RAC)

Organization	: National Youth Development Institution
Location	: Lauwai, South Surma, Sylhet 3100.
Duration	: 6 months.

Course Name	: Freelancing

Organization	: Sylhet Technical Training Center (STTC)
Location	: Alampur, South Surma, Sylhet 3100.
Duration	: 2 months.

Course Name	: Freelancing & Outsourcing (FOT)

Organization	: Bangladesh Computer Council (BCC) , Sylhet Regional Office.
Location	: House No. 140, Road No. 04, Block. E, Shahjalal Uposhohor, Sylhet.
Duration	: 2 months.

Capability: Capable to adapting in any type of environment and hard   work. Flexible, Dependable and to work under Tight deadlines and extended hours.

Computer literacy: Operating System: Operating All Versions of MS Widows- 95 to vista, 7, 8, Linux- Ubuntu, Zarin etc, Macintosh PC- MAC OS All Versions & Also PC Setup.
Office Program: MS office, Open Office, word, MS Excel, Power point, Access etc.
Graphics & Video Editing: Adobe Photoshop, Illustrator, Premier, Reader, Zimp, Ulead etc. Well in Computer Hardware Maintenance & Troubleshooting. Basic & Advance Networking Like Windows & Linux. LANING, WLAN etc. Basic idea of Web Page Designing & Development. Also Programming with C, C++, HTML, PHP, CSS, MySQL, JAVA etc.

PERSONAL INFORMATION

1. Name   : Md. Mujidur Rahman Rayhan.
2. Father's Name   : Late. Md. Shofiqur Rahman.
3. Mother's Name   : Kamrun Nahar Khanom.
4. Present Address   : House No:-20, Road no:-1. Vill: Kayesthorail, Sylhet 3100.
5. Permanent Address: Village & Post- Lotibpur, P.S- Osmani nagor, Sylhet.

6. Date of Birth	: 27th November 1988.
7. Blood Group	: A$^+$ (POSETIVE).
8. Nationality	: Bangladeshi (By birth).
9. Religion	: Islam.
10. Marital Status	: Single.

Experience

1. Institute : Starlight Collage (SLC).
   Location : Ali Complex 2nd Floor, Momin Khola, Sylhet.
   Post   : Office Assistant & Computer operator. (Department of Administration)
   Duration : From 1st March 2011 to 30 June 2012.
2. Institute : Starlight Collage (SLC).
   Location : Ali Complex 4th Floor, Momin Khola, Sylhet.
   Post   : Lab Instructor.
   Duration : From 1st July 2012 to 30th April 2014.
3. Institute : Starlight Academy (SLA).
   Location : Ali Complex, 2nd Floor, Momin Khola, Sylhet.
   Post   : Assistant Teacher (Part Time).
   Duration : From 1st February 2013 to 30 April 2013.
4. Institute **:** Al-Mokkah & North East Land Development Company Private Ltd.
   Location : Nayasarak, Sylhet.
   Post   : Computer Operator (Part Time). (Department of Administration)
   Duration : From 1st February 2014 to Be Continued

5. Institute **:** Islami Bank Institute of Technology (IBIT). Sylhet Branch
   Location : Newa Corner, 4th & 5th Floor, Humayun Rashid Chattar, Sylhet.
   Post   : Lab Attendant. (Department of Computer)
   Duration : From 1st May 2014 to Be Continue

Reference (s):

	Reference: 01	**Reference: 02**
Name	: Profesor Ataul Haque Laskar	Md. Dilwar Hossain
Organization	: Starlight College.	Syed Nabib Ali College
Designation	: Principal	Principal
Address	: Mominkhola, Sylhet.	Alinagar, Beanibazar, Sylhet.
Mobile	: +8801670196416	+8801715096125
E-mail	: starlightedubd@gmail.com	dilwarhossain_25@yahoo.com
Relation	: Academic	Professional

I, hereby, declare that the information given above is true, fair and fully updated.

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Md. Mujidur Rahman Rayhan.

Date: 20th Auguest 2017