



## Md. Milon Mia

### Contact Details



+880 1719 837883



[milonmia955043@gmail.com](mailto:milonmia955043@gmail.com)



North Magura. Goshwami  
Durgapur, Kushtia.

### Computer Skills

- **Office Programs:** MS Word, MS-Excel, MS-Power Point, MS Access.
- **Typing Skill:** Moderate in Bangla & English.
- **Operating System:** Windows 8.1, Windows XP, Windows 7, Windows 10, Windows 11 etc.
- **Other features:** Basic hardware & software Installation/ Maintenance/ Use, Corporate Emailing, Social Networking, Data Entry etc.

### Hobbies

- Travelling
- Gardening
- Reading
- Writing

### Languages

Bangla - Advanced

English – Intermediate

### Summary

Dedicated purpose is to create a safe working environment, taking all the work with my talent, wisdom and integrity. And to spread your hard work among other colleagues. I aim to facilitate interesting and challenging instructions that will inspire others. My first duty is to facilitate a difficult task. I have a positive attitude to convince the authorities by working hard at the beginning of the day.

### Experience

#### Teacher, Kinder garten School

Magura Kinder garten School, Kushtia.

Duration : 2019 to 2023

#### Manager in a House building

32/2, Asad Shorok, PTI Road, Kushtia.

### Educational Qualification

#### Bachelor of Business Administration (BBA) – Management

Passing Year : 2020

National University

CGPA : 3.08 out of 4.

#### Higher Secondary Certificate (H.S.C) – Business Studies

Passing Year: 2015

Kushtia Govt. College, Kushtia .

CGPA : 3.17 Out of 5.

#### Secondary School Certificate (S.S.C) – Business Studies

Passing Year: 2013

Goshwami Durgapur High School, Kushtia.

CGPA : 4.69 Out of 5.

### Personal Information

|                |                                  |
|----------------|----------------------------------|
| Father's Name  | Md. Minhaz Uddin                 |
| Mother's Name  | Mst. Anjona Khatun               |
| Date of Birth  | 18 <sup>th</sup> September, 1996 |
| Gender         | Male                             |
| Marital Status | Unmarried                        |
| Nationality    | Bangladeshi (by Birth)           |
| Religion       | Islam                            |
| Blood Group    | A (+ve)                          |