

RESUME OF

MD. JEWEL CHOWDHURY

Vill: Chowdhury, Post: Puratan Azampur-7030 irpur,
Kushtia-7000.

Contract No: +8801746-201726 E-
mail:jewelc861@gmail.com



CAREER OBJECTIVES:

I am a hard Working, Motivated and Enthusiastic Administrative Assistant with a proven track-record in business administration and project management. I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in a challenging and fact-paced environment, particularly when dealing with multiple project at the same time. Desire to build a career in a high reputed organization, this will lead me to be an excellent corporate worker and help me to copy with real corporate environment

ACADEMIC QUALIFICATION:

Bachelor Of Science(B.Sc Hon's):

Result	: 3.12 Out Of 4.00
Institute	: Kushtia Government College
Department	: Mathematics
Passing Year	2020
Board	: National University.

Higher Secondary Certificate (H.S.C):

Result	: 3.50 Out Of 5.00
Institute	: Amla Government College, Kushtia.
Group	: Science
Passing Year	2016
Board	: Jessore Education Board

Secondary School Certificate(S.S.C):

Result	: 4.38 Out Of 5.00
Institute	: Azampur Secondary School, Kushtia.
Group	: Science
Passing Year	2013
Board	: Jessore Education Board

KEY COMPETENCE:

- ❖ Ability to work in a wide range of environment with minimum supervision
- ❖ Good interpersonal and communication skills.
- ❖ Enthusiasm and devote toward the job.
- ❖ Capability to work under pressure and meet the organization demand.
- ❖ Ambitious and target oriented.
- ❖ Able to work individually and in a team.

PERSONAL QUALIFICATION.

- ✚ Responsible ,
- ✚ Devoted,
- ✚ Hardworking,
- ✚ Intelligent and Honest.



COMPUTER LITERACY

- ❖ Skilled in the web browsing and e-mail corresponding.
- ❖ Internet Browsing.

LANGUAGE PROFICIENCY:

- ❖ Good Capability in face-to-face, Person-to-audience, over the Phone and mailing Communication.

Language	Speaking	Reading	Writing
Bengali(Native)	Excellent	Very Good	Excellent
English	Medium	High	High

INTEREST:

- Enjoy Travelling.
- Meeting new people and marking friendship.
- Reading Science Fiction, magazines and novels, Newspaper.

PERSONAL PARTICULARS:

1. Name : Md. Jewel Chowdhury
2. Father's Name : Md. Habibur Rahman
3. Mother's Name : Mst. Arzina Khatun
4. Permanent Address : Vill: Chowdhurypara, Post: Puratan Azampur-7030
Upazila: Mirpur, Dist: Kushtia.
5. Present Address : Vill: Chowdhurypara, Post: Puratan Azampur-7030
Upazila: Mirpur, Dist: Kushtia.
6. Nationality : Bangladeshi.
7. Religion : Islam
8. Marital Status : Unmarried
9. Height : 5 feet 7 Inch.
10. Date Of Birth : 15th August 1997
11. Blood Group : B+ (ve)
12. Gender/ Sex : Male
13. Nid No 8703674088

MY CONFIDENCE

I am confident that if opportunity is provided to serve your organization, I will prove myself to be an important asset for your organization through my dedication, sincerity and highest level of professionalism.

CERTIFICATION

I certify that all information stated in the curriculum vitae is true and complete to the best of my knowledge. I authorize you to verify information provided in the curriculum vitae. I will prove myself to be an important asset for your organization through my dedication sincerely and highest level of professionalism.

(Md. Jewel Chowdhury)

Date:

