

CURRICULUM VITAE

OF

ABDUR RAKIB MINA



Mailing Address

S/O: Abdul Hay Mina
Mirpur-10, Dhaka-1210,
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Career Objective

To reach career excellence through dedication, sincerity, hard work and also seek continuous self-improvement with the changing organizational internal and external needs.

Educational Qualifications

- ◆ **BSS (Honors)**
 - Institution : Govt. S. K. College
 - Subject : Political Science
 - University : National University
 - Year of passing : 2023
 - Result : 2.77 (in scale of 4.00)
- ◆ **Higher Secondary Certificate (HSC)**
 - Institution : Govt. S. K. College
 - Group : Business Studies
 - Year of passing : 2018
 - Result : 3.17 (in scale of 5.00)
- ◆ **Secondary School Certificate (SSC)**
 - Institution : Syedunessa High School
 - Group : Business Studies
 - Year of passing : 2016
 - Result : 3.39 (in scale of 5.00)

Personal Details

- 01. Name : Abdur Rakib Mina
- 02. Father's Name : Abdul Hay Mina
- 03. Mother's Name : Rokshana Begum
- 04. Permanent Address : Vill: Poranpur, P.O: Tilchara,
P.S: Kashiani, Dist: Gopalganj,
- 05. Present Address : Mirpur-10, Dhaka-1210.
- 06. Date of Birth : 04/02/1999
- 07. Sex : Male
- 08. Marital Status : Unmarried
- 09. Height : 5.6"
- 10. Religion : Islam
- 11. National ID no : 7806300393
- 12. Blood Group : B+ (Positive)
- 13. Driving License : GG00013833CH0002

Computer Skill

Computer Application
Microsoft Office (Word, Excel, Access, Power Point).
Basic Concept of Internet Browsing and E-mail.

Other Skills

- ◆ IT Skill: Data Entry, Internet Browsing, Adobe Illustrator, Adobe Photoshop, Google Sheet, Zoom Meeting, Virtual Assistant.
- ◆ Communication: Good Communication, Interpersonal and Relationship Buildup Skill.

Professional Experience:

Position: Sales Executive
Company: PRAN RFL GROUP.
Address: Kazipara, Mirpur, Dhaka-1216.
Period: 16th August 2021 to 30 June 2023

Language Proficiency

Sl. No.	Particulars	Reading	Writing	Speaking
01.	Bengali	✓	✓	✓
02.	English	✓	✓	✓

Reference

Name : Mofizur Rahaman
Position : Regional manager microfinance
Institute : Brac NGO
Number : 0 1794-454709

Declaration

I do hereby declare that the foregoing statement are true and correct to the best of knowledge and belief.

Abdur Rakib Mina