

**Mailing Address:**

C/O: Md. Alkas Ali  
Vill : Bolorampur, P.O. : Raydoulatur-6730  
P.S.: Kamarkhand, Dist. : Sirajganj  
Cell No: 01757-562095

**My Name:**  
**Md. Alkas Ali**

**CAREER OBJECTIVE**

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utility my learning, interpersonal skill, analytical ability and adaptability for further development.

**ACADEMIC QUALIFICATIONS****Bachelor of Business Studies (B.B.S)**

|               |   |                                     |
|---------------|---|-------------------------------------|
| University    | : | National University                 |
| Institution   | : | Chowbari Dr. Salam Jahanara College |
| Group/Subject | : | B.B.S                               |
| Year          | : | 2018                                |
| Result        | : | CGPA 2.40 out of 4.00               |

**Higher Secondary Certificate (H.S.C)**

|             |   |                                     |
|-------------|---|-------------------------------------|
| Institution | : | Chowbari Dr. Salam Jahanara College |
| Board       | : | Rajshahi                            |
| Group       | : | Business Studies                    |
| Year        | : | 2015                                |
| Result      | : | GPA 3.17 out of 5.00                |

**Secondary School Certificate (S.S.C)**

|             |   |                              |
|-------------|---|------------------------------|
| Institution | : | Chowbari Islamia High School |
| Board       | : | Rajshahi                     |
| Group       | : | Business Studies             |
| Year        | : | 2013                         |
| Result      | : | GPA 2.94 out of 5.00         |

### COMPUTER KNOWLEDGE

- ✱ MS Office Package and Internet Browsing.

### PERSONAL DETAILS

- ✱ Certificate Name : Md. Alkas Ali
- ✱ Father's Name : Md. Mozammel Haque
- ✱ Mother's Name : Mst. Kohinur Begum
- ✱ Permanent Address: Vill: Bolorampur, P.O: Raydoulatur-6730  
P.S: Kamarkhand, Dist: Sirajganj
- ✱ Date of Birth : 31<sup>th</sup> December 1998
- ✱ Nationality : Bangladeshi (By birth)
- ✱ Religion : Islam
- ✱ Sex : Male
- ✱ Marital Status : Unmarried
- ✱ Blood Group : B+
- ✱ Height : 5 Feet 4 Inch
- ✱ Weight : 56 Kg

### LANGUAGE PROFICIENCY

- ☐ Bengali
- ☐ English

### SKILLS & ABILITIES

- ✱ Critical Thinking, Decision making, Problem solving skills.
- ✱ Planning & organizing abilities.
- ✱ Creative, insite full & innovative, Emotional intelligence.
- ✱ Honest, Sincere and punctual in work.
- ✱ Time Management in work.

### INTERESTS

- ✱ Reading, Writing, Magazine and Book.

### DECLARATION

I, the undersigned do here by state that to the base of my knowledge and belief, the above mentioned data correctly described my qualification and me.

(Md. Alkas Ali)

Date: