

Curriculum Vitae



Name :Md. Mizanur Rahman
Mobile : 01764710736
Email : madhurjocomputer77@gmail.com
Present Address : Village: West Doljor, Post office: Sarpukur-5510,
Upzilla: Aditmari, Dist: Lalmonirhat.

Career Objective

To build a challenging career in the NGO/Development sector where I can utilize my academic knowledge, computer skills, and dedication to contribute to organizational growth and serve society.

EDUCATIONAL ATTAINMENT

Masters of Business Administration (MBA) in Management

Institution : National University
Duration of course : 01 (One) year.
Result : 2.78 (Out of 4.00)
Passing of year : 2018

Bachelor of Business Administration (BBA) in Management

Institution : National University
Duration of course : 04 (Four) years
Result : 2.82 (Out of 4.00)
Passing of year : 2016

Higher Secondary Certificate

Institution : Lalmonirhat Technical School & College, Lalmonirhat.
Group : Science
Result : GPA-3.83
Passing of year : 2011 (Out of 5.00)
Board : BTEB

Secondary School Certificate

Institution : Lalmonirhat Technical School & College, Lalmonirhat.
Group : Science
Result : GPA-3.55 (Out of 5.00)
Passing of year : 2009
Board : BTEB

PERSONAL INFORMATION

Name : Md. Mizanur Rahman
Father's Name : Md. Abdur Razzak
Mother's Name : Most. Fatema Begum
Date of Birth : 18 March 1993
Sex : Male
Blood group : A(+ve)
Weight : 68 kg
Height : 5 Feet 6 Inch
Religion : Muslim
Marital status : Married
National Id No : 5555502169
Nationality : Bangladeshi by Birth.
Permanent Address : Village: West doljor, Post Office: Sarpurkur-5510,
Post Code: 5510, Upzilla: Aditmari, District: Lalmonirhat.

Job Experience

- 10 years of practical experience in computer (MS Word, MS Excel, MS Power Point, Photoshop, Internet Browsing).

Preferred Job Category

- Computer Operator.
- Bank/Non-Bank Fin. Institution.
- NGO/Development Sector.

LANGUAGE PROFICIENCY

☼ Proficiency in oral & written communication in Bengali & English.

☼ Strong interpersonal skills.

Skills

Operating Software	Microsoft Windows 7 and Windows 10 Professional
Application Software	Certificate in Computer Application (MS-Word, MS-Excel, MS-PowerPoint)
Data Entry	25 words /min. in English & Bangla
Internet	Browsing, E-mail & Basic

Reference

Name: Nazma Assistant Teacher Taluk Horidash Praymary School Aditmari, Lalmonirhat. Mobile: 01794804272	Name: Mst.Sagarika Akter CC Clark BGB Head Quaters Pilkhana, Dhaka. Mobile: 01795159432
---	---

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

(Md. Mizanur Rahman)
Signature & Date