

Dear Hiring Manager

I am writing to express my interest in an entry-level position at your esteemed organization. I have recently completed my Master's degree in Political Science, and I am eager to begin my professional career in a dynamic and growth-oriented environment.

Although I am a fresher, I possess strong communication skills, a willingness to learn, and the ability to adapt quickly. During my academic years, I developed analytical thinking and problem-solving abilities, which I believe will help me contribute effectively to your team.

I am highly motivated to gain practical experience and build a long-term career. I would welcome the opportunity to work with your organization and prove my capabilities.

Thank you for your time and consideration.

Sincerely,
Md Masum Billah
☎01911-630336
masum2mb@gmail.com



MD, MASUM BILLAH

+8801911-630336

✉ masum2mb@gmail.com

EDUCATION

Master's of Social Science
National University
Political Science
CGPA: 2.95
Passing Year: 2022

Bachelor's of Social Science
National University
Political Science
CGPA: 3.09
Passing Year: 2021

H S C
Jessore Board
Humanities
GPA: 4.42
Passing Year: 2016

S S C (Dakhil)
Madrasah Board
Science
GPA: 4.88
Passing Year: 2014

SKILLS

- Management Skills
- Communication Skills
- Critical Thinking
- Negotiations
- Technical

CAREER OBJECTS

To be a dynamic member of any leading organization where I can add value to it and I can develop my career. To work in a challenging and competitive environment where I can fulfill my job responsibilities efficiently and effectively through my sound analytical knowledge, strong leadership and interpersonal communication skills.

EXPERIENCE

Modern office management & computer application course completed. (MS Word, MS Excel, PowerPoint, depth knowledge of E-mail & Internet Browsing)

PERSONAL INFORMATION

- >Full Name : Md Masum Billah
- >Father's Name : Md Atiyar Rahaman
- >Mother's Name : Rahima Begum
- >Present Address: Sonadanga A/10-B,
Sonadanga,Khulna.
- **>Permanent Address/Mailing Address:
Gopalpur,Godaipur(9281),paikgachha,
Khulna.**
- >Home District. : Khulna
- >Date of Birth. : 20/01/1999
- >Nationality : Bangladeshi(By Birth)
- >Blood Group. : O+
- Religion : Islam
- >Hight. : 5 F 6 Inch
- >Weight. : 65KG

LANGUAGE

- Bangla
"My Native language."

- English

Fluently reading, writing
& speaking.

HOBBIES

- ›Traveling
- ›Gardening
- ›Fishing
- ›Gossiping

REFERENCES

Muhammad Mujahidur Rahman
SAVP & Branch Manager
Shahjalal Islami BANK PLC.
Khulna Branch, Khulna.
Contact : 01711-579010

Amir Rezaz Khan
FAVP & Operation Manager
Shahjalal Islami BANK PLC.
Khulna Branch, Khulna.
Contact : 01733-616560

DECLARATION

I declare that the information above is true to the best of my knowledge. If required and where applicable, these documents can be supported by appropriate authentic Certificate/Papers.

Date:

MD, MASUM BILLAH