

CURRICULUM VITAE OF

MD. RONI MIA

Mailing Address:

C/O: Md. Abdus Salam
Village: Shampur, P.O: Naopara-6240
P.S: Durgapur, District: Rajshahi.
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CAREER OBJECTIVES

To Achieve a dynamic and challenging job where I can use my theoretical and interpersonal skills, creativity in order to develop my career as well as to contribute in the welfare of the company and the society.

ACADEMIC QUALIFICATION

Name of Exam	Group/ Major	Year of Passing	GPA/CGPA/ Class	Board/ University
BSS(Pass)	Arts	2021	GPA-3.01	Bangladesh Open University
H.S.C	Business Studies	2015	GPA-3.67	Rajshahi Board
S.S.C	Business Studies	2013	GPA-4.06	Rajshahi Board

COMPUTER SKILLS

- MS Office Application & Internet Browsing.

LANGUAGE PROFICIENCY

- Bengali: Native
- English: Competent

Self Assessment

- ❖ Enthusiastic, energetic, hardworking, meticulous and result oriented.
- ❖ Ability to work under pressure.
- ❖ Ability to work in a team and maintain effective communication.
- ❖ Strong analytical, problem solving and decision making ability.
- ❖ Credibility & integrity.

Job Responsibilities are:

- To organize the Staff organization and monitoring the program activities.
- To prepare monthly and quarterly reports

Special Qualities

- Good Communication Skill, Like to take Challenge, Leadership Quality, Ability of hard working, Proven ability of working as a team member, Always try to creative.

PERSONAL SKILLS

- Efficient in effective communication and good public relations.
- I have strong analytical, problem solving and decision making ability
- Always I am interested to take a challenging work.
- I have positive attitude to my responsibility.
- Hard working in any environment

PERSONAL INFORMATION

Full Name	Md. Roni Mia	Date Of Birth	13-08-1996
Father's Name	Md. Abdus Salam	Sex	Male
Mother's Name	Most. Mofyzan Bibi	Home District	Rajshahi
Present Address	Village: Shampur P.O: Naopara-6240 P.S: Durgapur District: Rajshahi	Permanent Address	Village: Shampur P.O: Naopara-6240 P.S: Durgapur District: Rajshahi
Nationality	Bangladeshi (By Birth)	Marital status	Married
Religion	Islam	Blood Group	A (+)ve
NID No	9151995363	Height	5' 8.5''

DECLARATION

Hereby I declare that all information furnished in these curriculum vitae are correct and complete.

Signature

Date:

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(Md. Roni Mia)