

Resume of

Md: Shahin Alam

C/o: Late. Abdus Samad

Village: Chak Jafrabad, Post: Naogaon,

Thana: Naogaon, District: Naogaon.

Cell: 01745618280

CAREER OBJECTIVE

To work in a challenging environment with a scope of future progress, applying my academic knowledge and working capability. I would like to welcome the chance to work as a part of a dynamic working team where I could make a significant contribution. Looking for a solutions oriented administrative position with notable success directing with a broad range of corporate business activities requiring challenging, analytical and organizational skills in direct support of business objectives.

PERSONAL INFORMATION

Father's Name : Late. Abdus Samad
Mother's Name : Mst. Khairun Nesa
Permanent Address : C/o: Late. Abdus Samad
Village: Chak Jafrabad, Post: Naogaon,
Thana:Naogaon, District:Naogaon.
Home District : Naogaon.
Date of Birth : 20 Dec 1998
Marital Status : Married
Nationality : Bangladeshi
Sex : Male
Religion : Islam
Height : 5' 5"
Blood Group : AB+ (Positive)

EDUCATIONAL QUALIFICATION

Name of Examination	Group	Name of Institution	Board	Result	Passing Year
S.S.C	Humanities	Hapania High School	Rajshahi	GPA 3.38	2014
H.S.C	Humanities	Astan Molla College, Naogaon.	Rajshahi	GPA 2.42	2016

COMPUTER LITERACY

- Windows XP, Windows-7, Windows-8, MS Word, MS Excel, E-mail & Internet browsing.



EXPERIENCE

1. I have worked as **Taranga Development Origination (Credit Officer)** for 4 years.
2. I have worked as **Naogaon Multiparous Co- operative Ltd. (Credit Officer)** for 1 years.

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent

SELF APPRAISAL

- Ability to cope up with different situation, very good temperament and enjoy challenges.
- Sincere and eager to learn.
- Organized and self-motivated.
- Ability to motivate people.
- Co-operative, Innovative & hardworking.
- Able to work under pressure and stress.
- Dynamic and challenging attitude towards my assigned responsibility.

INTERPERSONAL SKILLS

- Ability to work independently and can work with people of all level.
- Search for in depth and Analytical ability.
- Have Experience to arrange seminar, and all other departmental programs when are needed.

INTEREST

- Traveling, Organizing, Reading, Friendship Journals & Business Magazine.
- Communicating with peoples.
- Challenging job.
- Social services & other cultural activities.

CERTIFICATION

I certify that, to the best of my knowledge and belief, this 'CV' correctly describes my qualification and me. My willful misstatement described herein may lead to my disqualification or dismissal if admitted.



Md: Shahin Alam

