

RESUME

OF

MD. ABDUL HAKIM

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Career Objectives:

I intend to work in challenging and competitive environment where strong sense of responsibility and commitment is required where dignity of work provides job satisfaction and the place of work provides Potential Avenue for learning, growing and achieving the hierarchy of the organization.

Educational Qualification

Bachelor of Business studies (B.com) Pass

Institution	:	Shamsher Fakir Degree College
Board	:	National University
Group	:	Business Studies.
Year of Passing	:	2009
Result	:	2 nd Division.

Higher Secondary Certificate (H.S.C)

Institution	:	Govt. Ibrahim Khan College.
Board	:	Dhaka
Group	:	Business Studies
Year of Passing	:	2005
Result	:	GPA- 2.70 (out of 5.00)

Secondary School Certificate (S.S.C)

Institution	:	Konabari High School.
Board	:	Dhaka
Group	:	Business Studies
Year of Passing	:	2003
Result	:	GPA- 2.63 (out of 5.00)

Work Experience

- I have worked as 'Branch Accountant' in Buro Bangladesh for 9.8 years.

Language Proficiency

Good Commutation Skill in listening, reading, speaking & writing in English and Bangla.

Computer Skill

- Microsoft Word
- Microsoft Excel
- Internet Browsing

My Capabilities:

- Excellent Communication Skills.
- Self-motivated.
- Hard working.
- Good team player.
- Commitment to job.
- Ability to work under pressure.

Interest

Traveling, Reading Novel, Playing, Watching News & TV.

Personal Details:

Name	:	Md. Abdul Hakim
Father's Name	:	Md. Year Ali
Mother's Name	:	Rabea Begum
Present Address	:	Vill: Chitulia Para, P.O: Gobindashi, P.S: Bhuapur, Dist: Tangail.
Permanent Address	:	Vill: Chitulia Para, P.O: Gobindashi, P.S: Bhuapur, Dist: Tangail.
Date of Birth	:	12/12/1987
Religion	:	Islam
Nationality	:	Bangladeshi (by birth)
Marital Status	:	Married
Blood Group	:	B+
Gender	:	Male
Height	:	5 ft - 5 inch
Weight	:	62 Kg

Declaration:

I, the undersigned, declare honesty and consciously that the information of myself stated here in correct, true and fair to the best of my belief and knowledge.

Signature:


(Md. Abdul Hakim)