

**MD MUSTAKIN GAZI**

mdmustakin2018@gmail.com

01926683373

Career summary

Computer operator with expertise in office management, data entry, office documentation and image editing using Photoshop. Able to efficiently manage office activities through fast and accurate work.

Employment history**Total years of experience: 5 Years****Name Of Company : Shohagi Studio & Photocopy****Designation : Operator****Time Period : Mar 2021 - Present****Company location : Potherbazar, Phultala, Khulna****Name of Company : Rfl Group****Designation : Store Boy****Time Period : Jun 2018 - Jul 2019****Company location : Notunhut, Phultala, Khulna****Academic qualifications**

Degree/ Group	Institute	Result	Passing year
BBA Hon's (Accounting)	National University	Grade: 2.69 out of 4.00	2022
H.S.C (B.M) Accounting	Phultala Technical & B. M. College, Khulna.	Grade: 4.67 out of 5.00	2018
S.S.C, Business Studies	Damoder M.M Secondary School, Khulna	Grade: 3.33 out of 5.00	2016

Trainings

Training title	Institute	Country	Duration
Computer Operation	T.T.C Khulna.	Bangladesh	6 Months

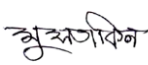
Languages

Language	Speaking	Writing	Reading
Bangla	Intermediate	Intermediate	Beginner
English	Intermediate	Intermediate	Intermediate

Personal information**Father's name : MD. ISLAM GAZI****Mother's name : ANAWARA BEGUM****Date of birth : February 1, 2000****Gender : Male****Nationality : Bangladeshi****Blood group : B+****Country of birth : Bangladesh****NID number : 1962461537****Permanent address : Village: Damoder, Post Office: Damoder, Police station: Phultala, District: Khulna 9210****Present address : Village: Damoder, Post Office: Damoder, Police station: Phultala, District: Khulna 9210****Reference(s)**

Name : Md Shohag Sheikh	Name : Bhuyan Al Mamun
Designation : Business	Designation : Teacher
Organization : Shohagi Computer & Studio	Organization : R. R. G. G. T. Miloni Secondary Girls School
Phone : 01726810701	Phone : 01980449863
Email : shohag.sk90@gmail.com	Email : mamunbhuyan066@gmail.com

Date:


Signature