

Curriculum Vitae

Personal Information

Name: Md Rayhan

Father's Name: Md Sabuj

Mother's Name: Amena Begum

Date of Birth: 15 May 1997

Marital Status: Single

Blood Group: O+

Height: 5'10"

National ID No.: 4653199002

Phone: 01716567255

Email: mdi366842@gmail.com

Address: Khalil Hawoladar Bari, Charafzal, Post Office: Keramotgonj, Charfashion, Bhola

Career Objective

To obtain a challenging position in a reputed organization where I can utilize my communication skills, leadership ability, and time management expertise to contribute to organizational growth and enhance my professional career.

Academic Qualifications

S.S.C - 2014, GPA 4.75 (Science), Keramotgonj High School, Barisal Board

H.S.C - 2016, GPA 3.25 (Humanities), Charfashion Govt College, Barisal Board

B.S.S (Degree) - 2022, CGPA 2.49, Charfashion Govt College, National University

Work Experience

Organization: Coast Foundation

Position: Credit Development Officer (CDO)

Duration: 12 August 2020 - 21 December 2024

Responsibilities:

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- Performed all official tasks accurately and on time.
- Maintained and organized all important documents of the organization securely.
- Fulfilled all assigned duties with honesty and responsibility.
- Assisted in day-to-day administrative and operational support.
- Ensured proper documentation and record keeping.

Skills

- Campaign Management
- Communication Skills
- Leadership
- Time Management
- Social Media Handling

Computer Skills

- Completed Basic Office Training (CLP - Computer Literacy Program)
- Skilled in MS Word, Excel, PowerPoint
- Basic knowledge of Internet and Email communication

Languages

- Bengali (Native)
- English (Intermediate)

References

Available upon request.