



HARUN OR RASID

MSS (Political Science)

Career Objective

To secure a responsible position and build up a challenging and rewarding career in a reputed Government or private organization in requiring innovative, challenging employment that will utilize my educational skill in Management Background & offer structured career advancement with the extent of competitive & dynamic business environment. I would like to show my immense aspiration to become a quick learner and to prove myself as a sincere and energetic person through extensive hard working and integrity.

Professional Experience

Mobile Banking Business Shop Manager (Charafassion, Bhola)

Duration: 15/01/2020 to 31/12/2024.

Description: Cash Receipt & Payment, Customer Handling.

Academic Qualification

• Masters of Social Science (M.S.S)

Subject : Political Science
Institute : Bhola Govt. College, Bhola
Year of Passing : 2020
Course Duration : 1 year
Result : CGPA-3.09(out of 4)

• Bachelor of Social Science (B.S.S)

Subject : Political Science
Institute : Shahbajpur Govt. College, lalmohan, Bhola.
Year of Passing : 2019
Course Duration : 4 years
Result : CGPA- 2.90 (out of 4)

• Higher Secondary Certificate (H.S.C)

Institute : Charfassion Govt. College
Group : Science
Board Name : Barishal
Year of Passing : 2015
Result : GPA- 3.58 (out of 5.00)

• Secondary School Certificate (S.S.C)

Institute : Charfassion Town Secondary School.
Group : Science
Board Name : Barishal
Year of Passing : 2013
Result : GPA- 3.94 (out of 5.00)

EDUCATION AND TRAINING

Bangladesh Technical Education Board, Dhaka.

Computer Office Application Course.

Institution: Rural association for family advancement, Bhola.

Grade: A+

Session: July to December 2014.

Contact Information



+8801716-482954

E-mail: mharunrahman2016@gmail.com

Uttar Madraz, Charfassion , Bhola.

Computer Proficiency

- **Office Programs:** MS Word, MS-Excel, MS- Power Point, MS Access.
- **Typing Skill:** Good in both Bangla & English languages, and the speed is moderate in both languages.

Self-Appraisal

I would like to take the responsibilities and challenge of job hazard. I would like to welcome the chance to work as a part of dynamic and efficient working team, where I believe that I could make a significant contribution while developing my skills in future and fulfill any responsibilities for welfare of the organization. I really want to work for the betterment of the organization to achieve its future vision and goal with the development of my skill.

Personal Information

Full Name : Harun Or Rasid

Father's Name : Md Osman Gani

Mother's Name : Jarina Begum

Permanent

Address : Vill : Uttar Madraz, 07 No
Ward, Post : Charfassion, Upa:
Charfassion, Dist : Bhola.

Date of Birth : 15/11/1997

Nationality : Bangladeshi

Blood Group : B+

Height : 5' 3"

Marital Status : Married

Religion : Islam

NID NO: : 240 316 8731

Communication Proficiency

➤ Having good Internal, External, Virtual & Personal communication skill.

➤ **Bengali:** As a mother tongue.

➤ **English:** Having good command over Reading, Writing, Listening and Speaking.

➤ Advanced ability to produce reports and presentations in a professional standard.

Hobbies & Interests

- Travelling and exploring,
- Article, Content Writing & Reading Book
- Watching movies, listening music,
- Indoor & Outdoor Sports,
- Helping people in distress etc.

Core Attributes

➤ Accounting related job function & activities.

➤ Skilled and experienced in Computer Word Processing, e-mail and Fax.

➤ Proficient in client management & handling, public relation and dealing

➤ Planning & scheduling assignment pre-set goals in time parameters.

➤ High standard of professionalism in work places.

Personal Skills & Proficiencies

- Leadership & motivation.
- Decision making power.
- Problem solving ability.
- Reporting & Documentation.
- Critical Situation Handling.
- Emotional intelligence.
- Innovation & Analytical power.
- Self-learner, Confident & Honest
- Self-propelled & adaptability.
- Convincing & Inspiring.
- Interpersonal & Extension skills.
- Teamwork & positive attitude.

References

Md. Alauddin

Assistant Teacher

Charfassion Town Secondary

School.

Mobile: 01724-429944

Md. Zafar Ullah

BEP (ECD) P.O (ECD)

PIN: 1557592

Mobile: 01710-734257

E-mail: mdzafarullah257@gmail.com

Declaration

I am declaring that all the above information about myself I have mentioned in this CV are correct and true. If there is found any information that is false and illegal in these circumstances the authority can take any steps or decision against me including the cancellation of my candidature for this job.

Thank you!


(Harun Or Rasid)