

**Mailing Address:****C/O:** MD. SHAHIN FARAJE**Vill:** Char Garabdi, **P.O:** Char gharabdi,**P.S.:** Dumki,**Dist:** Patuakhali.**Cell No:** +8801728-942566**E-Mail:** amdshamim555@gmail.com**My Name:****MD. SHAMIM AHMED****CAREER OBJECTIVE**

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utility my learning, interpersonal skill, analytical ability and adaptability for further development.

ACADEMIC QUALIFICATIONS**B.S.S (Degree)**

University	:	National University
Institution	:	Dr. Yakub Sharif College
Group	:	Social Science
Passing Year	:	2022
Result	:	CGPA 3.41 Out of 4.00

HSC:

Institution	:	Dr. Yakub Sharif College
Board	:	Barishal
Group	:	Science
Passing Year	:	2017
Result	:	GPA- 3.83 (Out of 5.00)

SSC:

Institution	:	Char Grobdi Abul Kasem Secondary School
Board	:	Barishal
Group	:	Science
Passing Year	:	2015
Result	:	GPA- 4.22 (Out of 5.00)

COMPUTER SKILL

✦ Computer Office Program: MS. Word, MS Excel. Power Point, Internet Browsing.

PERSONAL DETAILS

✕ Certificate Name : Md. Shamim Ahmed
✕ Father's Name : Md. Shahin Faraje
✕ Mother's Name : Mosa. Rehena Begum
✕ Permanent Address : Vill: Char Grobdi, P.O: Char Grobdi
P.S: Dumki, Dist: Patuakhali.
✕ Date of Birth : 01/01/1999
✕ Nationality : Bangladeshi (By birth)
✕ Religion : Islam
✕ Sex : Male
✕ NID : 1501793184
✕ Blood Group : O+
✕ Marital Status : Married
✕ Height : 5.5"

LANGUAGE PROFICIENCY

- ✓ Fluent speak in Bengali (In Reading, writing, listening and speaking)
- ✓ Fluent speak in English (In Reading, writing, listening and speaking)

SKILLS & ABILITIES

- 🔗 Critical Thinking, Decision making, Problem solving skills.
- 🔗 Planning & organizing abilities.
- 🔗 Creative, insightful & innovative, Emotional intelligence.
- 🔗 Honest, Sincere and punctual in work.
- 🔗 Time Management in work.

INTERESTS

- 🔗 Reading, Writing, Magazine and Book.

ESTRENGTH

- 🔗 Communicative, friendly, positive thinking attitude & willing to serve dedicatedly
- 🔗 Handle high pressure situation and deadlines.
- 🔗 Sharp sense of social responsibility.
- 🔗 Dynamic, extrovert, and resourceful.
- 🔗 Ready to work any place preferably in Dhaka and Barisal.

DECLARATION

I, the undersigned do hereby state that to the base of my knowledge and belief, the above mentioned data correctly described my qualification and me.

Shamim

(MD. SHAMIM AHMED)

Date: