



Md Rifat

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📍 Vill: Uttar Badura P.O: Badura Hat-8600 P.S: Patuakhali Sadar Dist: Patuakhali

To be associated with a progressive organization builds up my career as a competent, Industrious and energetic Engineer and also to keep my honesty unimpaired along my whole professional life.

Education

- **BBA in Accounting** 2020
Patuakhali Govt Collage
CGPA- 2.75
- **HSC in Business Studies** 2016
Mohammed Ishaque Model Collage
GPA- 3.84
- **SSC in Business Studies** 2014
Uttar Badura Secondary School
GPA- 4.44

Co-Curricular Activities

- Participated in college seminars, workshops, and awareness programs.
- Actively involved in social welfare and community service activities.
- Demonstrated strong teamwork and leadership through group projects and volunteer initiatives.
- Participated in cultural and educational events organized by the institution.
- Developed communication, organizational, and interpersonal skills through extracurricular involvement.

Volunteer Experience

- Volunteered in local community food distribution and relief programs during natural disasters.
- Provided free tutoring to school students in Business Studies and English.
- Assisted in organizing college annual functions, sports events, and cultural programs.
- Participated in mosque community activities and Eid management committees.

Technical Skills

- Proficient in **Microsoft Word** for document preparation, formatting, and editing.
- Skilled in **Microsoft Excel** for data entry, analysis, and reporting using formulas and charts.
- Experienced in **Microsoft PowerPoint** for creating engaging presentations with visual impact.

Languages Proficiency

- **Bengali**- Native or bilingual proficiency
- **English**- Professional proficiency

Hobbies

- Communication
- Book Reading
- Traveling
- Plantation

Personal Information

- Father's Name : Md. Dulal
- Mother's Name : Parvin Begum
- Date of Birth : 15th November 1998
- Nationality : Bangladeshi
- Religion : Islam
- Marital Status : Single
- Height : 5' - 7"
- Permanent Address : Vill: Uttar Badura P.O: Badura Hat-8600 P.S: Patuakhali Sadar Dist: Patuakhali

Declaration

I certify that the details provided in this curriculum vitae are accurate and complete. I understand that any misrepresentation may be grounds for disqualification or termination.