

Curriculum Vitae OF Khurshed Alam

C/O: Shaker Ahmed

Vill.: Uttor Baraghope, Word No.-01, Union: Baraghope

P.S: Kutubdia, Dist.: Cox's Bazar



☎ 01609516976 Email: khurshedalamkutub09@gmail.com

Personal Statement

I am a dedicated organized and having a positive attitude to solve problem, an active and dynamic approach to work and getting things done. I am reliable trustworthy and flexible individual who is keen to learn new skills, organized and have skill on implementing activity to achieve project goal.

Career Objective

Looking for a position to pursue a rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the institutional growth.

Educational Qualification

Bachelor of Arts (BA)

Institute : Satkiyna Govt. College

Passing Year : 2023

Subject : BA (Honours)

Board : National University.

Result : 2nd Class

2018 : Higher Secondary Certificate (HSC)

Group : Humanities

Institute name : Kutubdia Govt. College

Board : Chittagong Education Board

Result : GPA- 2.83 out of 5.00

2015 : Secondary School Certificate (SSC)

Group : Humanities

Institute name : Kutubdia Model High School

Board : Chittagong Education Board

Result : GPA- 3.28 out of 5.00

Key Qualification

- Strong interpersonal communication & negotiationskills.
- Ability to work independently with utmost integrity &reliability.
- Pro-Active & good analytical skill to resolve issues on timelymanner.
- Have visionary strategic thinking & capacity to implementideas.
- High expectations with a high sense of urgency andperfection.
- Good supervising capacity and have the ability tomanage.

Language Skills

- Bangla (Native)
- English (Proficient in Reading, Writing and speaking)
- Chittagonian Local Language: Fluency in Speaking and listening.

Computer Skills

- Microsoft Word, Microsoft Excel, Microsoft Power point.
- Troubleshooting of desktop and laptop computer.

Personal Details

Name : Khurshed Alam
Father's Name : Saker Ahmed
Mother's Name : Hajera Begum
Date of Birth : 01st December 1997.

Permanent Address : Vill.: Uttor Baraghpe, Word No.-01, Union: Baraghope
P.S: Kutubdia , Dist.: Cox's Bazar

Present Address : Vill.: Uttor Baraghpe, Word No.-01, Union: Baraghope
P.S: Kutubdia , Dist.: Cox's Bazar

Religion : Islam
Nationality : Bangladesh
Marital Status : Single
NID No : **6809945822**

Declaration

I do hereby declare that particulars provided in the resume are true to the best of knowledge and belief.

Sincerely,

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Khurshed Alam