

RESUME
OF
MD. HOSAIN MIA

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MAILING ADDRESS:

Md. Hosain Mia
C/O Md. Deloar Hosin
Murail, Mohammadpur, Magura.

JOB OBJECTIVE:

Desire a professional work environment, requiring personnel with a strong work ethic. Interested to work in an organization, which will provide me the opportunity to grow and utilize my skills and abilities to the fullest

PERSONAL INFORMATION:

Name	:	Md. Hosain Mia
Father's Name	:	Md. Deloar Hosin
Mother's Name	:	Sofora Begum
Permanent Address	:	Vill: Murail, P.O: Mohammadpur, P.S: Mohammadpur, Dist: Magura.
Date of Birth	:	23-08-2000
Nationality	:	Bangladeshi (By birth)
National Identity No.	:	6915100645
Religion	:	Islam
Sex	:	Male
Marital Status	:	Married
Blood Group	:	A+
Height	:	5' - 4"

ACADEMIC QUALIFICATION:

Bachelor of Science (B.Sc)

Institution	:	Govt. Rajendra College, Faridpur
Passing year	:	2022
Department	:	Zoology
Achievement	:	CGPA 2.97

Higher Secondary Certificate (H.S.C)

Institution	:	Binodpur Degree College, Mohammadpur, Magura
Passing year	:	2018
Group	:	Science
Achievement	:	GPA 3.75

Secondary School Certificate (S.S.C)

Institution : Kanutia Abdul Ala High School, Mohammadpur, Magura
Passing year : 2016
Group : Science
Achievement : GPA 4.61

STRENGTH:

- > Ability to maintain a network with different people.
- > Ability to work individually as well as in a team.
- > Ability to work under pressure efficiently with commitment to meet deadlines.

LANGUAGE PROFICIENCY:

Bengali: Excellence in Understanding, Speaking and writing in Bangla.

English: Having good commands both in reading, writing, listening and speaking.

SPECIAL TRAINING:

I completed a few computer courses like Management Information System, Communication Information System which are also helpful for Office work.

- > I have successfully completed the “Database Program”,(January-June 2017) Certificate in Computer Training Center, Tallabaria S N Technical School and B M College, Magura.
- > I have successfully completed the “Diploma in Multilingual Secretarial Science” (July-December 2019) Certificate in Shatlipi Training Center, Binodpur, Rajshahi.

COMPUTER KNOWLEDGE:

- > Efficient in MS Office Word, MS Excel, MS PowerPoint, AdobeIllustrator , Adobe Photoshop & Internet Browsing etc.

DECLARATION:

- I hereby declare myself that all the statements in this C.V are authentic, complete and correct to the best of my knowledge and belief.

Date:

Md. Hosain Mia