

MD. ABDUR RAHMAN



CAREER OBJECTIVE

To work in a respectable position with a progressive organization where discipline and good working environment ensure first career development, prospect and where hard works, creative problem solving etc. are the keystones to success and I would like to contribute with my full potential gained from my strong business management experience.

Self Definition

I am self-motivated, able to adapt any organizational environment, diligent and ready to give my best effort to achieve the targets. I can lead and be led, as the situation requires. I am an optimist by nature and sensible to my concern.

WORK EXPERIENCE

Name Of Institute : **Daraz Bangladesh Ltd.**
Designation : Operation Associate
Duration : 2019 to 2021

Name Of Institute : **Dev Tech Partners**
Designation : Operation Manager
Duration : 2022 to 2025.

Name Of Institute : **Safety Health**
Designation : Assismand HR Admin Officer
Duration : 15-10-2025 to till now.

Leadership

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

CONTACT

+880 1868107601

marazbhuiyan@gmail.com

Vill: North Chayabithi, Post: Gazipur-1700, Ps: Joydebpur, Dist: Gazipur.

Skills

General Administration
Security and protocol
Labor management
Negotiation
Project Management
Public Relations Management
Office management
Scheduling & coordination
Filing & record keeping
Time management
Meeting arrangement
Inventory management
Team support

LANGUAGE

Bangla
English
Hindi

DIGITAL SKILLS

Data Entry
MS-Word
MS Excel
MS-PowerPoint
MS Access
WPS Office
Internet Browsing

ATTRIBUTES

Strong Leadership Skills – Able to manage teams, guide staff, and implement company policies effectively.
Excellent Communication – Clear and professional in verbal and written communication with employees and management.
Problem-Solving Ability – Capable of handling employee grievances, administrative challenges, and conflict resolution.

SELF APPRAISAL

Excellent as a team member.
Can managed difficult situation.
Create effective communication.
Able to work under pressure.
Can negotiate easily with different kinds of people.
Able to handle varied tasks.

ACADEMIC QUALIFICATIONS

- Bachelor of Science (B.Sc)** **2019**
Computer Science and Engineering (CSE) –
National University
Model Institute Science of Technology
CGPA : 3.20 (out of 4.00)
- Higher Secondary Certificate (HSC)** **2015**
Science- Gazipur Metropoliton College
GPA : 4.08 (out of 5.00)
- Secondary School Certificate (SSC)** **2013**
Science – Rani Bilasmoni Govt. Boys High School
GPA : 3.94 (out of 5.00)

PERSONAL DETAILS

Father's Name : Ali Akbur
Mother's Name : Moshome Akbur
Date of Birth : 27/11/1998
Religion : Islam
Marital Status : Married
Nationality : Bangladeshi
Height : 5 Feet 4 Inch
Weight : 58 kg
Blood Group : B+ (Positive)
Permanent Address : Sattane Para, Rangamatia, Kaligonj, Gazipur.

DECLARATION

I hereby, declare to the best of my knowledge and belief that this CV correctly descry best my qualifications and me.



Md. Abdur Rahman