



CURRICULUM VITAE

OF

Habibur Rahman

Village- Kadoir, Post office- Shamgram,
Thana- Nabinagar, District- Brahmanbaria,
Contact Number- 01740200844

Career Objective:

I am looking for an environment, where I may apply utilize my knowledge to the best of my abilities for development and growth of my professional career on the base of my honesty and hard working.

Self - Assessment:

- ★ Sincere, Punctual and dutiful to work.
- ★ Able to motivate and convince people.
- ★ Working under pressure and achieving the target goal.

Work Experiences:

Name 01 : Upazilla Fisheries Office
Duration : 26/04/2016 to 30/06/2022
Position : Field Assistant
Department : Department of Fisheries

Major Responsibilities :

- ★ Implementation of project package based works.
- ★ Data posting, preparing the vouchers and report.
- ★ Prepare salary sheet.
- ★ Maintain cash book.
- ★ Maintain Stock and other registers.
- ★ Field visit.
- ★ Prepare monthly financial status.
- ★ Testing of water quality parameters.

- ★ Providing various fish diseases and technical advice to fish farmers.

Name 02 : Gram Bangla Multipurpose Co- Operative Society Limited
Duration : 01/10/2013 to 31/12/2015
Position : Field Assistant
Department : Department of Cooperatives

Major Responsibilities :

- ★ Regular bank transactions.
- ★ Data posting, preparing the vouchers and report.
- ★ Prepare salary sheet.
- ★ Maintain cash book.
- ★ Maintain stock and other registers.
- ★ Prepare monthly financial status.

Educational Background:

Bachelor of Business Studies (Pass)

University :National University
Institute :Narsingdi Government College
Group :Commerce
Passing Year :2018
Result :2.48

Higher Secondary Certificate (H.S.C)

Board :Cumilla Board
Institute :Salimgonj College
Group :Science
Passing Year :2012
Result :3.80

Secondary School Certificate (S.S.C)

Board :Cumilla Board
Institute :Salimgonj A.R. High School
Group :Science
Passing Year :2010
Result :4.56

Language proficiency:

- ★English – Good professional proficiency in reading, writing, listening and speaking

- ★Bengali – Native

Computer Literacy:

Skill in Computer Package Software's
(MS-Word, MS-Excel, MS-Power Point & Internet Browsing).

Personal Information:

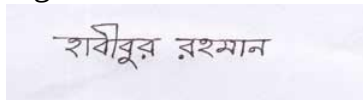
Father's Name : Humayun Kabir
Mother's Name : Salma Akter
Permanent Address : Village: Kadoir, Post Office: Shamgram,
Thana: Nabinagar, Dist: Brahmanbaria.
Date of Birth : 22/11/1993
Religion : Islam
Marital Status : Unmarried
Blood Group : B(Positive)
National ID No. : 7311270206

Reference:

Rownok Jahan	Md. Kamruzzaman
Upazila Fisheries Officers	Chairman
Upazila Fisheries Office	Gram Bangla M. Co-O. So. L.
Kasba, Brahmanbaria	Srigar, Nabinar, Brahmanbaria
Cell: 01737245563.	Cell: +13475386165

I, the undersigned, declare that the information provided in this resume is true to the best of my belief and knowledge and correctly describes myself.

Signature



(HABIBUR RAHMAN)

Date : 20/02/2023