

Resume

Kawsar Ali

C/O-Md Rafiqul Islam
Vill- Lawfula, P.O:Lawfula
P.S:Madhupur, Dist:Tangail
Mobile: 01836747348
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Career Objective

To work in a challenging and professional environment where I can utilize my skills, experience, and communication abilities to contribute effectively in the NGO, banking, or administrative sector while developing my career.

Career Summary:

Experienced IT Operator with practical skills in data entry, reporting, MS Word, MS Excel, office applications, and technical support. Self-motivated, hardworking and capable of working effectively in team-oriented environments.

Education:

<u>Exam Title</u>	: <u>Masters of Business Administration (MBA)</u>
PassingYear	: 2022
Institute	: Govt.Saadat College
Board/University	: National University
C.G.P.A	: 2.61 (out of 4)
Group	: Management

<u>Exam Title</u>	: <u>Bachelor of Business Administration (BBA)</u>
PassingYear	: 2020
Institute	: Govt. M. M. Ali College, Tangail
Board/University	: National University
C.G.P.A	: 2.82 (out of 4)
Group	: Management

<u>Exam Title</u>	: <u>H.S.C</u>
PassingYear	: 2015
Institute	: Madhupur Shahid Smrity Higher Secondary School
Board/University	: Dhaka
G.P.A	: 3.92 (out of 5)
Group	: Business Studies

<u>Exam Title</u>	: S.S.C
Passing Year	: 2013
Institute	: Alokdia High School
Board/University	: Dhaka
G.P.A	: 4.00 (out of 5)
Group	: Business Studies

Training:

Computer Office Application and Skills

Institute : Leen Multimedia Computer Training Center,Tangail

Duration : 6 Monthes (2017)

Topics Covered : MS Word, MS Excel, MS Powerpoint, Internet Browsing, Basic Computer Operating.

Skills:

- * Computer and Interpersonal Skills.
- * Data Management and Reporting.
- * Computer Literacy.
- * Team Management and Coordination.
- * Marketing and Sales Knowladge.

Personal Details:

Name : **Kawsar Ali**

Father's Name : Md Rafiqul Islam

Mother's Name : Mst Nilufa Begum

Present Address : Vill: Lawfula(uttar), P.O: Lawfula
P.S:Madhupur,Dist:Tangail.

Permanent Address : Vill: Lawfula,(uttar) P.O: Lawfula
P.S:Madhupur,Dist:Tangail.

Date of Birth : 15/12/1997

Nationality : Bangladeshi (ByBirth)

Religion : Islam(Sunni)

Sex : Male

Marital Status : Unmarried

Blood Group : A^(Positive)

Reference 1:

Name : **Md. Mostafizur Rahman**

Organization : BURU Bangladesh

Designation : Branch Manager

Address : Village: Lahiribari,
Post Office: Khupibari
P.S:Ghatail ,Dist:Tangail.

Mobile : 01610783377

Email : bm.pallabi2@gmail.com

Relation : Relative

Reference 2:

Name : **Md Ruhul Amin**
Organization : BURU Bangladesh
Designation : Assistant Branch Manager
Address : Village: Lawfula(uttar)
Post Office: Lawfula
P.S:Madhupur ,Dist:Tangail.
Mobile : 01322926649
Relation : Relative

Signature

Kawsar Ali
Date: