

Resume of Md. Mizanur Rahman

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Carrier Objective:

To develop career in a dynamic position in Professional Life. Where my skills and knowledge will play vital role. I can apply all of my capabilities with the opportunity to improve the skill in my working position. I am also capable of doing hard work with full concentration for a long time.

Personal Skills:

- I have good knowledge to make all kind of Professional working Matter.
- I am efficient in effective communication and good public relations.
- I have strong analytical, problem solving and decision making ability.
- Always I am interested to take a challenging work.
- I have Positive attitude to my Responsibility.
- Self-motivation is my biggest Asset.

Professional Experience:

I am working as a **Supervisor (Project Assistance)** in **Friendship Rural Development Organization** from 1st August 2017 to 08th August 2019.

Responsible Duties:

- Daily working plan wise ensure timely data entry & properly keep up documents.
- Ensure proper maintenance of different ICT machineries as like computer, printer, scanner etc.
- Timely Sectional Bill voucher prepared & submit to accounts & payment ensure.
- Store maintain with proper documents keep up on stock registered.
- Purchase & Procurement with Quotation prepared need purchase base.
- Teacher's Salary with others bill disbursed & adjust in accounts.
- Field visit & audit in rural areas & reporting to management.
- Training support & attend in Meeting minutes.
- Higher authority (H.O) audit face.

I am working as a **Coordinator** in **SM knitwears Limited (S.M Group)** from 11th February 2020 to till now.

Responsible Duties:

- Ensure timely data entry & properly keep up documents.
- Daily and monthly Report Prepared with documents file-up.
- Official online work implementation on ERP & Fast React plan software.
- Ensure proper maintenance of different ICT machineries as like computer, printer, scanner etc.
- Maintain regular communication/coordination with immediate Supervisor & resolve issues.
- Prepared monthly chemical consumption and indent required chemical.
- Commercial accountability work maintain with External/Internal Visit & Audit face.

Training

SL	Name of Training	Institute	Duration
1	Basic Computer	Youth Development, Kurigram.	6 Months

Summary of Experience:

Total Year of Experience: 08 Years, 03 months to continued.

Language Proficiency:

Have an excellent command over English & Bengali Languages in both speaking, writing & listening.

Academic Qualification:

Exam. Name	Board/Institute	Trade/Subject	Result	Passing year
(M.B.A) Masters of Business Administration	Carmichael College, Rangpur	Management	CGPA-3.00	2014
(B.B.S) Bachelor of Business Studies	National University	Commerce	2 nd Division	2012
(H.S.C) Higher Secondary Certificate	Dinajpur Board	Commerce	GPA-2.30	2009
(S.S.C) Secondary School Certificate	Madrasha Board	Science	GPA-3.50	2007

Computer Skill:

I have completed “**Computer basic course**” (06 months) from Directorate of Youth Development, Kurigram.

- Operating System : Windows 7, Windows 8, Windows 10 & Windows 11 pro.
- Package Program : Microsoft Office.
- Others : Data Entry, Adobe Illustrator, Adobe Photoshop, Internet, Email, Web browsing, Typing & etc.
- Online Program : Enterprise Resource Planning (ERP).

Other Skill:

- Motorcycle Driving.
- Bicycle Riding.

Personal Details:

Name : Md. Mizanur Rahman.
Fathers Name : Md. Nuruzzaman Sarker.
Mother's Name : Morsheda Begum.
Date of Birth : 17 December 1992
Nationality : Bangladeshi.
NID : 734 246 4661
Sex : Male.
Religion : Islam
Marital Status : Married.
Blood Group : A (+ve).
Permanent Address : Village: Krishnopur (Hospital Para, Post: Kurigram, P.S: Kurigram,
District : Kurigram.
Present Address : Shirirchala, Bhabanipur, Gazipur-1700.

Declaration:

I strongly, undertake that the statement furnished above, to the best of my knowledge, is correct and complete.

Signature



Md. Mizanur Rahman.