

MD. HUMAYUN KABIR

Kulbaria, Pannatala, Jhenaidah Sadar, Jhenaidah

Mobile: +880 1715 570384,

E-mail: humayunkabir3690@gmail.com



OBJECTIVES

To utilize my computer operating, administrative, marketing, managing and interpersonal skills with accuracy and efficiency within a motivated, productive, and goal oriented environment. To work as an efficient team-player and deal with customers or clients if and when requires.

WORK EXPERIENCE

Filed Officer, Polly Bikash Kendor, Sonarga branch at

July 2024—August 2025

Computer Operator cum Office Secretary, Royal Chambers, Dhanmondi,
September 2021 — July 2023

Supervisor, MRS Mahabubur Rahman, Jhenaidah

June 2019 — August 2021

Photography & Videography, Rani Studio & Video Corner, Paglakanai, Jhenaidah

April 2010 — November 2017

ACADEMIC QUALIFICATION

Master of Arts (MA)

Institution : Huseyn Shaheed Suhrawardy College

CGPA : 2.77 (out of 4)

Passing Year : 2024

Bachelor of Arts (BA Hons in Bengali)

Institution : Cantonment College Jashore

CGPA : 2.63 (out of 4)

Passing Year : 2018

Higher Secondary Certificate (H.S.C)

Institution : A & J College Ramnagar, Jhenaidah
Board : Jashore
GPA : 3.60 (out of 5)
Passing Year : 2012

Secondary School Certificate (S.S.C)

Institution : Islampur (Haripur) K.F.A Secondary School
Board : Jashore
GPA : 3.06 (out of 5)
Passing Year : 2010

COMPUTER SKILLS**Certificate Course in Computer Office Application**

Bangladesh Technical Education Board

Topics Covered: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Photoshop, Video Editing, Networking and WEB Browsing.

ADDITIONAL SKILLS

Driving (Professional driving license for Heavy, motor vehicles)

Videography (Professional camera operations)

Swimming (Inter-Collage swimming champion)

LANGUAGE SKILLS

Bengali (Mother Tongue), **English** (Moderate in spoken and written forms), and **Hindi** (Moderate in spoken form).

PERSONAL INFORMATION

Name: Md Humayun Kabir
Father's Name: Md. Rafikul Islam
Mother's Name Shiuly Khatun
Permanent address Village: Kulbaria, Post Office: Pannatala, Upazila: Jhenaidah Sadar
District: Jhenaidah
Mailing address 104/D, Central Road, Dhanmondi, Dhaka-1205
Gender: Male
Date of Birth: 18th June 1994
Nationality: Bangladeshi
National Id No 9575039178
Religion Islam(Sunni)
Marital Status Married
Blood Group: 'O' (+)
Height: 5'7"

INTERESTS & HOBBIES:

Studying books; reading newspaper; traveling and learning different cultures; meeting new people; listening music; playing cricket and football.

REFERENCE

Bahauddin Foizee

(LL.M., LL.B.)

Founder & Chief Draft Producer,

Draft PaperWork

135, Elephant Road, Dhaka-1205.

Mobile: +880 1716 890393

E-mail: bahauddin.foizee.law@gmail.com

Md. Shahin Dhali

(MBBS, BCS)

Medical Officer

Bangabandhu Sheikh Mujib Medical University

Mobile: +880 1734 816199

E-mail: shahin.rpmc@gmail.com

I do hereby state that above statements are authentic to the best of my knowledge.

(MD. HUMAYUN KABIR)