



MD. SHAHORIYER ADNAN SEFAT



CAREER OBJECTIVE

To secure a challenging position in a reputable organization where I can utilize my skills, contribute to the growth of the company, and enhance my professional development. I am eager to adapt, learn, and apply my knowledge in a dynamic work environment.



WORK EXPERIENCE

1. Program Organizer

Self-employed | 2022 – Present

- Successfully organized small, medium, and large-scale programs for reputed companies and institutions.
- Skilled in event planning, coordination, and execution with attention to detail.
- Experienced in handling logistics, vendor management, and client communications.
- Own and operate a dedicated venue for hosting professional programs and events.

CERTIFICATION

Entrepreneurship Development Programme

[Bangladesh Small C Cottage Industries Corporation \(BSCIC\)](#)

Date: 12/03/2023 – 16/03/2023

- Successfully completed a training course on entrepreneurship development held in Joypurhat.
- Organized by BSCIC, a reputed government organization.
- Achieved Grade B in the final evaluation, showcasing strong understanding and application of entrepreneurial principles.

Diploma in Computer Science C ICT

[Institute of ICT \(Information C Communication Technology\), SIT-Foundation](#)

Duration: July 2019 – December 2019

Grade: A+

- Successfully completed a comprehensive diploma program approved by the Bangladesh Government (Reg. No. 3391).
- Key Subjects:
- MS Office Applications (Complete Suite)
- Computer Fundamentals and Networking (Internet Browsing)
- Hardware Engineering and Software Troubleshooting
- Data Entry Operations (English: 30 WPM, Bengali: 20WPM)

Additional Information

- Proficient in motorcycle riding and capable of traveling extensively for official duties.
- Possess a valid driving license (License No.: JH00002179CL0001).
- Own a personal motorcycle (Registration No.: Joypurhat Ha 11-6047), enabling efficient mobility and field operations.

CONTACT

+8801760-976142

adnansefat1998@gmail.com

Malancha, P.O. Historical
Paharpur - 5941, Naogaon.

SKILLS

- Leadership
- Project Management
- Strategic Planning
- Team Leadership
- Customer Service Excellence
- Data Analysis
- Microsoft Office Suite
- IT Support & Troubleshooting
- Problem Solving
- Business Development
- Process Improvement
- Client Relationship Management
- Networking
- Graphics Design
- Continuous Learning

LANGUAGES

- English (Fluent)
- Bangla
- Hindi (Oral)

INTEREST

- Traveling – Enjoy discovering new places, cultures, and gaining unique experiences.
- Sports – Actively participate in outdoor activities like football and badminton to maintain a healthy lifestyle.

COMPUTER SKILL

- Proficient in MS Office Suite, C++, dBase, and Excel
- Strong knowledge of computer fundamentals, networking, and internet browsing
- Skilled in hardware engineering, software troubleshooting, and data entry (30 WPM in English, 25 WPM in Bengali)
- Experienced in graphics design, AutoCAD, Illustrator, and Photoshop

REFERENCE

Md Golam Azom
Professor, And Head Of
Management Department
Joypurhat Govt. College
Mobile: +8801712-875926
Relation: Academic

Md. Julfiker Ali
Channel Officer (III)
Duch Bangla Bank
Limited
Joypurhat Branch
Relation: Uncle
Mobile: +8801718-996691



EDUCATIONAL QUALIFICATIONS

- Bachelor of Business Administration (BBA)
- National University, Management
- Joypurhat Govt. College
- Year: 2022
- CGPA: 2.75 Out Of 4.00
- Higher Secondary Certificate (HSC)
- Business Studies
- New Govt. Degree College, Rajshahi
- Year: 2018
- GPA: 3.42 Out Of 5.00
- Secondary School Certificate (SSC)
- Science
- Bankila Mohosenia High School, Joypurhat
- Year: 2016
- GPA: 4.89 Out Of 5.00



PERSONAL DETAILS

- Father's Name: Mohammad Shahrif Hossain
- Mother's Name: Mosammat Razia Sultana
- Date of Birth: 25 October 2000
- NID No.: 286 077 5341
- Blood Group: B+
- Place of Birth: Naogaon
- Address: Malancha, P.O. Historical Paharpur - 5941, Naogaon.

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief. I understand that any false information may lead to the rejection of my application or termination of employment.

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