

Md. Hafizur Rahman

Depashai, Kalampur, Dhamrai, Dhaka

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Date of Birth: 17 October 2002

**Professional Summary**

A Humanities graduate seeking a position in a reputed organization where I can utilize my knowledge, skills, and creativity to contribute to organizational success and achieve professional growth.

Work Experience**Marketing Assistant**

Life Electronic Company, Mirpur-1, Dhaka

September 2024 – Present (7 months)

- Assisted in marketing campaigns and promotional activities.
- Supported customer engagement and product awareness initiatives.
- Contributed to team coordination and reporting.

Key Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Excellent presentation and leadership skills.

Personal Attributes

- Punctual, organized, and disciplined.
- High integrity and ethical standards.
- Strong commitment to professional development.
- Quick learner, adaptable to new challenges.
- Focused on efficiency and continuous improvement.

Interests & Hobbies

- Career development in multinational companies (MNCs).
- Professional studies and certifications (PGD in FM, TM, CM).
- Short courses (Excel, Corporate English, Interview skills).
- Writing memoirs in English.
- Travelling and exploring new places.

Educational Qualifications

Degree Name	Major/ Group	Institution	Passing Year	Duration	Result
BA	Arts	Bangla Collage	2024	4 Years	CGPA 3.13out of 4
HSC	Arts	Bhalum Ataur Rahman Khan School And Collage	2020	2 Years	GPA 3.75 out of 5
SSC	Arts	Bhalum Ataur Rahman Khan High School And Collage	2018	2 Years	GPA 3.56 out of 5

Certifications & Training

Computer Office Application

World Information Technology

September 2022 – November 2022 (3 Months)

Result: A

Language Proficiency

- Bangla: Native proficiency
- English: Professional working proficiency

Personal Information

- Father's Name: Md. Abdul Lutif
- Mother's Name: Mst. Rokea Begum
- Nationality: Bangladeshi
- National ID: 2410623314
- Religion: Islam
- Gender: Male
- Marital Status: Unmarried
- Blood Group: B+
- Permanent Address: Depashai, Kalampur, Dhamrai, Dhaka

Declaration

I hereby declare that the information provided above is true and authentic to the best of my knowledge.

Md. Hafizur Rahman

Signature