

Md. Shohan Rana

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Baneshwar, Puthia, Rajshahi.



Career Objective

Motivated Economics graduate seeking a Trainee Microfinance Officer at Shakti Foundation. Skilled in customer communication, reporting, documentation, field coordination, and administrative support. Capable of working in field-level operations, managing client relationships, and contributing to organizational growth through effective supervision and monitoring.

Education

- **Varendra University, Rajshahi | [2019 - 2024]**
Economics in Major (BSS) | (CGPA: 3.07)
- **Rajshahi University School, Rajshahi (H.S.C) | [2018]**
Business Studies | (GPA: 4.00)
- **Baneshwar Islamia High School, Rajshahi (S.S.C) | [2016]**
Science | (GPA: 4.56)

Professional Experience

Union Digital Center (UDC) Entrepreneur | [Jan 2022 – Present]

Baneshwar Union Parishad, Puthia, Rajshahi.

- Provided customer support and public service assistance.
- Maintained official documentation and digital records.
- Prepared daily reports and managed data entry operations.
- Communicated with clients and resolved service-related issues.
- Coordinated administrative and field-level activities.
- Worked under pressure to ensure smooth service operations.

In Mart | Owner and Admin | [2020 – 2024]

- Maintained customer communication and order processing.
- Managed sales records and inventory tracking.
- Handled customer queries and service coordination.
- Developed communication and problem-solving skills.
- Promoted products and maintained strong customer relationships.

Certification

- **National Skills Standard Basic (Database Programming)**
AIT Rajshahi – [2016]
- **Leadership for Advancing Development in Bangladesh (LEAD)**
British Council – [2022]

Skills

- Field Supervision & Monitoring
- Communication & Customer Handling
- Documentation & Report Preparation
- MS Word, Excel & Data Entry
- Team Coordination
- Administrative Support
- Problem Solving Ability
- Time Management
- Client Relationship Management

Key Strengths

- Able to work in field-level operations
- Strong interpersonal communication skill
- Capable of working under pressure and meeting targets
- Quick learner and adaptable to new environments
- Good team coordination ability
- Motorcycle Driving Skill: Experienced

Extracurricular Activities

Varendra University Career Club.

Member – [2022 – 2024]

- Organized and participated in multiple seminars on career and leadership.

Languages

- Bengali – Native
- English – Proficient

Signature