

Curriculum Vitae

Mizanur Rahman

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Career Objective

Motivated and hardworking professional seeking employment in a **private company or NGO**, where I can utilize my academic knowledge and work experience to contribute effectively to organizational goals.

Professional Summary

A dedicated Management graduate with practical experience in supervising operations, managing employee schedules, payroll, and inventory. Skilled in communication, teamwork, and problem-solving with the ability to adapt quickly and perform under pressure.

Work Experience

Supervisor

Messrs Sumi & Shorif Enterprise

Duration: 2 Years

Key Responsibilities:

- Managed daily work schedules for employees.
- Handled payroll activities and attendance records.
- Monitored and maintained inventory levels.
- Ensured smooth operational workflow.
- Coordinated between management and staff to solve work-related issues.

Educational Qualifications

Master of Business Administration (MBA) in Management

Dhaka College 2019

Result 2.79

Bachelor of Business Administration (BBA) in Management

Dhaka College 2018

Result 2.56

Skills

- Payroll & Attendance Handling
- Inventory Management
- Team Supervision
- Communication & Coordination
- Problem Solving

Personal Information

- **Father's Nam:** Md. Chan Mia
- **Mother's Name:** Mst. Taslima Begum
- **Date of Birth:** 15 October
- **Nationality:** Bangladeshi
- **National ID No:** 4184334003
- **Religion:** Islam
- **Marital Status:**Married

Languages

- Bangla (Native)
 - English (Good)
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References

Reference 1:

Name: Md. Mahbubul Islam

Designation: Assistant General Manager

Organization: BSCIC

Phone: +880 1723-555661

Email: mahbubul.du@gmail.com

Reference 2:

Name: Saif Ahmed

Designation: MBBS, PGT in Medicine

Phone: +880 1724-323178

Email: [Email]

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