

MD. TAREKUL ISLAM

Address: Vill : Baruamari, PO : Baruamari-2001, PS : Jamalpur Sadar, Dist : Jamalpur.

Mobile: 01706-385857

tarekhasan071@gmail.com Email :



Career Objective:

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Career Summary:

To develop a career as an executive in a challenging environment with excellent career growth prospects, where hard work, leadership ability, decision-making skill, organizational discipline orientation and creative problem solving quality are the key factors for success.

Special Qualification:

- ✓ Self-motivated.
- ✓ Very good coordination skill.
- ✓ Positive attitude towards any challenge.
- ✓ Pleasant personality with people management skill.
- ✓ Possess excellent interpersonal and communication skill.
- ✓ Proficiency at grasping new technical concepts quickly and utilizing them in productive manner.

Academic Qualification:

Exam Title	Concentration/Major	Board	Result	Pass. Year	Duration
SSC	Humanities	Dhaka	GPA:4.72 out of 5	2016	2 years
HSC	Humanities	Dhaka	GPA:3.42 out of 5	2018	2 years
HONOURS	Political Science	National University	CGPA: 2.63 out of 4	2023	4 years

Computer Qualification:

Application : Good Command in MS Office™ (Word, Excel, Power point)

Internet & Others : Search Engine Optimization Knowledge, Data Entry, Fast Typing Skill

Professional Experience:

- Computer Operator 1 Year Experience.
- Performed data entry and maintained digital records.
- Prepared and managed documents using Microsoft Word and Excel.
- Handled email communication and internet-based tasks.
- Maintained office databases and files.
- Assisted in daily administrative and computer-related operations.

<u>Language Proficiency:</u>			
Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Attributes :

Good command on both oral and written English.

Strong confident and spiritual to face challenges and adversities.

Strong interpersonal and communication ability

Eagerness to learn more as well as to guide the new generation properly.

Personal Details :

Father's Name : Md. Ayub Ali

Mother's Name : Kajoly Begum

Date of Birth : June 15, 1999

Gender : Male

Marital Status : Married

Nationality : Bangladeshi

Religion : Islam

Blood Group : A+

NID No : 1505021228

Passport No : A/15556063

Present Address : Vill : Baruamari, PO : Baruamari-2001,
PS : Jamalpur Sadar, Dist : Jamalpur.

Current Location : Jamalpur

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this curriculum vitae correctly describes me and my qualifications. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.



Md. Tarekul Islam

Date :