

RESUME

OF

MD. HABIBUR RAHMAN

Cell phone :+8801302-553815



Career Objective

A motivated and detail-oriented professional with a Master's degree and strong computer training. Skilled in data entry, documentation, and office software including MS Word, Excel, and database systems. Able to manage digital records efficiently and ensure accuracy in all computer-based operations. Dedicated to delivering quality work, maintaining confidentiality, and supporting smooth office operations.

Academic Qualification

B.B.A (Hon's)

Name of Institute : Mohanpur Govt. College
Group/Subject : Management
Result : 2.71
Board : National University
Passing Year : 2021

Higher Secondary Certificate (H.S.C)

Name of Institute : Keshorhat Degree College
Group : Business Studies
Result : 3.58
Board : Rajshahi
Passing Year : 2017

Secondary School Certificate (S.S.C)

Name of Institute : Fulsho High school
Group : Business Studies
Result : 4.22
Board : Rajshahi
Passing Year : 2015

Computer Skill:

M.S Office Application, Email & Internet Browsing.

Language Skill:

Good ability in writing, Reading and Speaking in Both Bengali and English

Specialty:

- Communicative and friendly.
- Ability to manage things and work with group.
- Adaptive to new technology and quick learner.

Self Assessment :

- Ability of taking responsibility.
- Ability of working with a term
- Punctual, hard working, Honest.

Personal Information

- Name : **Md. Habibur Rahman**
- Father's Name : Md. Azizul Haque
- Mother's Name : Most. Jusna Ara Begum
- Present Address : Vill- Bidrika, P.O- Keshorhat- 6220
P.S- Mohanpur, Dist- Rajshahi
- Permanent Address : Vill- Bidrika, P.O- Keshorhat- 6220
P.S- Mohanpur, Dist- Rajshahi
- Date of Birth : 10/01/1999
- Religion : Islam
- Marital Status : Unmarried
- Sex : Male
- Blood Group : A +
- Height : 5'6"
- Weight : 60 Kg
- Nationality : Bangladeshi
- National ID No : 7806539396
- Email ID : mdhabibur15079@gmail.com
- Hobby : Reading, Traveling & Playing

Signature

Date:

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Md. Habibur Rahman