



Mailing Address:

C/O: Abdul Based
Village : Rashidpur Shekh Pada
P.o : Rashidpur Madrasah
Upazila : Jamalpur Sadar
Dist: Jamalpur
Cell No : **01963-693221**
E-Mail: mdutsho85@gmail.com

My Name:
UTSHO

CAREER OBJECTIVE

I have a vision to see my self in a highly efficient administrative position of a dynamic organization where I can utility my learning, interpersonal skill, analytical ability and adaptability for further development.

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration (B.B.A)

Institution	:	Sarishabari College, Jamalpur
Board	:	National University
Group	:	Management
Passing Year	:	2023
Result	:	CGPA- 2.82 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Institution	:	Jamalpur Commerce College
Board	:	Dhaka
Group	:	Business Studies
Passing Year	:	2018
Result	:	GPA- 3.08 (Out of 5.00)

Secondary School Certificate (S.S.C)

Institution	:	Shankarpur High School
Board	:	Dhaka
Group	:	Business Studies
Year	:	2016
Result	:	GPA- 3.72 (Out of 5.00)

COMPUTER SKILL

- ✕ Computer Office Program: Ms. Word, Ms. Excel, Ms. Power Point.
- ✕ Internet Browsing.

PERSONAL DETAILS

 Certificate Name : **Utsho**
 Father's Name : Abdul Based
 Mother's Name : Safura Begum
 Permanent Address : Vill: Rashidpur Shekh Pada, P.o : Rashidpur Madrasah
P.s : Jamalpur Sadar, Dist: Jamalpur.

 Date of Birth : 31st Dec 2000
 Nationality : Bangladeshi (By birth)
 Nid No : 6014714213
 Religion : Islam
 Sex : Male
 Blood Group : O+
 Height : 5 Fit 4 Inch
 Weight : 56 Kg
 Marital Status : Married

LANGUAGE PROFICIENCY

 Bengali
 English

SKILLS & ABILITIES

 Critical Thinking, Decision making, Problem solving skills.
 Planning & organizing abilities.
 Creative, incite full & innovative, Emotional intelligence.
 Honest, Sincere and punctual in work.
 Time Management in work.

INTERESTS

 Reading, Writing, Magazine and Book.

DECLARATION

I, the undersigned do here by state that to the base of my knowledge and belief, the above mentioned data correctly described my qualification and me.

(Utsho)

Date: