

MD. RASEL ISLAM

Changmari, Upazila: Jaldhaka

District: Nilphamari-5330

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Career Objective:

Motivated and detail-oriented graduate in Physics, equipped with practical computer training and Job readiness skills from Career Hub. Successfully executed field –level responsibilities as a Union Welfare Project Field Officer, demonstrating the ability to coordinate, communicate, and engage with community stakeholders effectively.

Seeking to leverage analytical thinking, digital literacy, and field experience to contribute meaningfully in a dynamic organizational environment, while continuing enhance professional growth and community impact.

Work Experience:

Tax Field Officer, Union Welfare Project, 13 February 2022-03 March 2024

Key Responsibility:

- Collected and Verified taxpayer data from the field level
- Maintained organized record and prepared periodic reports
- Provided support and liaison between taxpayers and local tax offices
- Monitor compliance with tax rules and identify cases of evasion or non-payment
- Input taxpayer data into digital systems or official records accurately

Educational Qualification:

- **Master of Science (M.Sc.)**

Institution	: Carmichael College, Rangpur	Subject	: Physics
Result	: Result Awaited	Passing Year	: 2023
- **Bachelor of Science (B.Sc)**

Institution	: Nilphamari Govt. College,	Subject	: Physics
Result	: CGPA-2.93 (out of 4)	Passing Year	: 2021
- **Higher Secondary Certificate (HSC)**

Institute	: Jaldhaka Degree College, Jaldhaka	Passing Year	: 2017
Group	: Science	Board	: Dinajpur
Result	: GPA-3.83(out of 5)		
- **Secondary School Certificate (SSC)**

Institute	: Binnakuri B.C Sarker B.L High School	Passing Year	: 2015
Group	: Science	Board	: Dinajpur
Result	: GPA- 4.28 (out of 5)		

Extra-Curricular Activities:

- Voluntarily donated blood multiple times for humanitarian causes.
- Actively participated in various community service initiatives and social awareness programs
- Worked in the University science lab assisting in practical experiments and lab organization.
- Volunteered in National Tree Plantation Campaign.

Training Summary:

Training Title	Institute	Duration	Location
Microsoft Office Application	Lan Computer & Technical Institute	6 Month	Jaldhaka
Job Readiness	Career Hub Powered By BRAC	4 Day	Rangpur

Technical & Soft Skills:

- MS Word, Excel, PowerPoint
- Typing 30+ WPM (English), 20+ WPM (Bangla)
- Internet browsing, email communication virtual meeting tools
- Basic data entry and digital communication
- Strong communication and client-handling skills
- Time management, teamwork under pressure

Language Skills:

Bengali: Native (Fluent in Speaking, reading, writing)

English: Intermediate (Good verbal and written communication)

Personal Details:

Father's Name : Md. Mohsin
Mother's Name : Razia.
Date of Birth : 04 August 1999
National ID card No : 8254446878
Permanent Address : Village: Changmari, Post: Binnakuri, Upazila: Jaldhaka,
District: Nilphamari-5330

References:

Arif Hossion
Assistant Teacher-Bangla
Kushdoho Dumukhi Dakhil Madrasa
Phone: 01774-658410
Email: arifhossain58410@gmail.com

Md. Sarif Islam
Assistant Teacher-Physics
Balapara Dwimukhi High School
Phone: 01719-340925
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Declaration:

I hereby declare that the information given above is true. Nothing is false or hidden consciously.

Rasel
Signature