

RESUME
OF
RAJIB AHMED
MOBILE: 01728766995



Career Objectives:

Highly interested of well-established in a challenging filed through hard work, honestly security and real talent where presentation of skill equality and ethics are evaluated. Looking for an opportunity as “Computer Operator” where I can use my computer & typing skills for organization growth.

Computer Skill:

- ✓ Computer Operating
- ✓ Excellent Knowledge in Microsoft Office (Word, Excel, PowerPoint)
- ✓ Google Docs, Sheet & Drive
- ✓ Email and Browsing
- ✓ Documentation

Academic Profile:

Bachelors Of Business Studies (B.B.S):

Institution : Ishwarganj College
Board : National University
Group : B.B.S
Passing Year : 2022
Result (G.P.A) : 2.60

Higher Secondary Certificate (HSC):

Institution : Ishwarganj College
Board : Dhaka
Group : Business Studies
Passing Year : 2019
Result (G.P.A) : 2.00

Secondary School Certificate (SSC):

Institution : Charnikhola High School
Board : Dhaka
Group : Business studies
Passing Year : 2016
Result (G.P.A) :3.67

Language Skill:

Bengali : Native
English : Average in Speaking, Reading & Writing

Experience:

Company Name: Nasir Glass

Designation: Quality

Duration: 5 Years

Personal Information:

Name : **Rajib Ahmed**
Father's Name : Abul Kalam
Mother's Name : Momena Khatun
Permanent Address : Vill: Harua, P.O: Borjura
P.S: Ishwarganj, Dist: Mymensingh.

Physically Statement:

Date of Birth : 02-01-2001
E-Mail : ajoy24050@gmail.com
Nationality : Bangladeshi (By Birth)
Blood Group : O⁺(ve)
Religion : Islam
Gender : Male
Marital Status : Unmarried
Place of Birth : Mymensingh

DECLARATION:

I hereby declare that to the best of my knowledge and belief, this information's are true and correct. If I am appointed, I will maintain all the rules and regulations of the organization.

Date-

Signature

Rajib Ahmed