

CURRICULUM VITAE OF MOHAMMAD ARFAN



CONTACT ADDRESS

C/O : Golam Kabir
Village : Purba Bara Bheola, P.O: Shikadar Para(4740)
P.S : Chakaria, Dist: Cox's Bazar.
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CAREER OBJECTIVE

My objective is to fulfill self-actualization responsibilities to ensure organizational as well as personal growth. I believe that my academic degree and working experience will to challenging job and also help me to build up my career. Determined to work as a humanitarian worker with dedication, Innovation, and hard work for vulnerable people in order to achieve complete organizational goal through your organizational guideline in any kind of situation.

CAREER SUMMARY

I have been Working as a Data Entry Operator under Income Tax Office Circle-88 (Chakaria) Tax Zone-04, Chattagram.

PERSONAL ABILITY

- * Excellent presentation and Communication Skills
- * Young, energetic, quick learner, self motivated and sincere.
- * Ability to work under pressure and interest On group based work.
- * Leadership quality and good reporting skills.
- * Good hand writing skills both English and Bengali.
- * Motivating, leading and convincing power.
- * Helping Mentality and realistic like service people.

EXPERIENCE

One	*	Organization	:	Elegant Food Company Ltd.
	*	Post Name	:	Manager
	*	Duration	:	01 st January, 2021 to 10 th June, 2022
	*	Location	:	Shah Amanat Bridge, Chittagong
Responsibilities		• Overseeing salaries and benefits. • Handling budgets. • Billing and collections. • Managing staff and facilities. • Maintaining the library and office records. • Recruiting attorneys. • Doing legal research. • Coordinating client marketing.		
Two	*	Organization	:	Income Tax Office
	*	Post Name	:	Data Entry Operator (Temporary)
	*	Duration	:	05 th January, 2020 to 28 th November , 2020
	*	Location	:	Income Tax Office Circle 88 (Chakaria) Tax Zone-4 ,Chattagram.
Responsibilities		• Preparing and sorting documents for data entry • Entering data into database software and checking to ensure the accuracy of the data that has been inputted • Resolving discrepancies in information and obtaining further information for incomplete documents • Creating data backups as part of a contingency plan • Responding to information requests from authorised members		

TRAINING				
Sl.	Name of the Trainings	Duration	Organization	Year
1.	Population Research & Housing Census	04 Days	BD Statistics (BURRO)	2022

EDUCATIONAL QUALIFICATION

Bachelor of law (L.L.B Honours)	*	Board	:	Private University
	*	Institution	:	BGC Trust University Bangladesh
	*	Group	:	Department of law
	*	Passing Year	:	2018
	*	Result	:	CGPA:2.86 on the Scale of 4.00

Higher Secondary Certificate (H.S.C/Alim)	*	Board	:	Dhaka Board
	*	Institution	:	Cox's Bazar Hashemia Kamil (Masters) Madarasha
	*	Group	:	General
	*	Passing Year	:	2013
	*	Result	:	GPA:3.83 on the Scale of 5.00

Secondary School Certificate (S.S.C/Dhakil)	*	Board	:	Dhaka Board
	*	Institution	:	Joynal Abedin Mohiussonah Dhakil Madrasha
	*	Group	:	General
	*	Passing Year	:	2011
	*	Result	:	GPA:4.06 on the Scale of 5.00

PERSONAL DETAILS

Name	:	Mohammad Arfan
Father's Name	:	Golam Kabir
Mother's Name	:	Shamsun Nahar
Date of Birth	:	15 th January 1996
Marital Status	:	Unmarried
Religion	:	Islam
Nationality	:	Bangladeshi (by birth)
Sex	:	Male
Blood Group	:	B+ (Positive)
National ID No	:	6405442002
Permanent Address	:	Village: Purba Bara Bheola, P.O: Sikadar Para(4740), P.S: Chakaria, Dist: Cox's Bazar.

COMPUTER EDUCATION

*	Platforms	:	Windows XP/Windows7/ Windows8/ Windows10
*	Microsoft Office Programme	:	MS Office (MS Word, Excel, Power Point)
*	Others	:	E-mail & Internet Browsing.

LANGUAGE PROFICIENCY

Language	Read	Write	Speak
Bengali	High	High	High
English	High	High	High
Rohingya Language	High	High	High

REFERENCE (S)		
	Reference (1)	Reference (2)
Name	Ashiqur Rahman Khan	Mohammad Salim Uddin
Designation	Additional Assistant Commissioner of Tax	Project Manager
Organization	Income Tax Office Circle 88 (Chakaria) Tax Zone-4 ,Chattagram	GIZ LIVEHOOD project, HELVETAS Bangladesh.
Location	Chakaria	Cox's Bazar.
Cell	01817549365	01862041815
Email	ashiqur.rahman1967@gmail.com	salim.uddin@helvetas.org

DECLARATION
I, do here by affirm and declare the particulars provided here above at true to the best of my knowledge and belief.

Md Arfan

(Mohammad Arfan)