



Abdullah Al Fahad

Cell: 01795024849

Email: fahadajmer@gmail.com

House: Adalat para, Tangail sadar, Tangail.

Computer Skills:

Three Months computer fundamental training Course from National Training Center (NTC) Tangail. Under Bangladesh Technical Board.

- ✓ Microsoft word
- ✓ Microsoft excels
- ✓ Microsoft Power point
- ✓ Internet browsing.

Communication Skills

- ✓ Fluent in English & Bengali both verbal & written.
- ✓ Proficient in writing and editing reports.
- ✓ Efficient in multimedia presentation.

Personal Achievements:

- ✓ Participate in various events of college cultural program
- ✓ Participate many voluntary programs on behalf of “Scout Team”
- ✓ Participate in many Debate Program in

Career Objective

Seeking for an opportunity in any large and prospective field of business by taking a challenging and responsible role profile where my knowledge & skills can be successfully utilized for future development.

Profile

I am self-motivated, constantly pursue with new challenges to stretch abilities, expand knowledge, and excellent in report preparation and presentation. Have outstanding command on computer applications like MS Excel, MS Word, PowerPoint, Internet browsing.

Educational Qualifications

Master of Business Administration (MBA)

University : University of Rajshahi.
Major : Finance
Year of Passing : 2022
CGPA : 2.96 in a scale of 4.00

Bachelor of Business Administration (BBA)

University : National University (NU)
Institution : Govt. Saadat College, Tangail.
Major : Finance & Banking
Year of Passing : 2019
CGPA : 3.02 in a scale of 4.00

Higher Secondary Certificate (H.S.C)

Institution : MajorGeneral Mahmudul Hasan College
Group : Business Studies
GPA : 4.33 in a scale of 5.00
Session : 2013-2014 (Completion Year- 2015)

Secondary School Certificate (S.S.C)

Institution : Jobaida High School.
Group : Business Studies
GPA : 4.38 in a scale of 5.00
Session : 2011-2012 (Completion Year- 2013)

Certificate in National skill Standard Basic Course Examination (2013):-

Course name : Office application.
Earning Grade : (A⁺)

Skills

- Have good command in maintaining file of new employees.
- Maintaining Leave of employees/workers.
- Have a good Knowledge about maintaining manpower.
- Knowledge about making salary sheet.
- Have some knowledge about production and production rate.
- Can make leave summary.
- Have knowledge about grading system of workers.
- Can do Manpower breakdown.
- Have knowledge about compliance issues. Such as health and safety issue, fire safety issue, safety guards etc.
- Can maintain daily task provided my management

Extracurricular:

- ✓ Public speaking.
- ✓ Arts.
- ✓ Poem Recitation.
- ✓ Photography
- ✓ Volunteer Work and Fundraising.

Personal Information:

Father’s Name : Mahmud Alam.
Mother’s Name : Jinnat Ara.
Permanent Address : Adalat Para, P.O: Tangail-1900,
P.S: Tangail Sadar, Dist: Tangail.
Date of Birth : 25 Nov, 1997
Sex : Male
Marital Status : Unmarried
Nationality : Bangladeshi.
Religion : Islam
Mobile no : 01795024849
NID Number : 6903940697
Blood Group : O+ (Positive)
Height : 5.3”

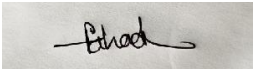
Personal interest

Playing Cricket & Football, Traveling Historical & Interesting place and making good relationship. Photography, Involved in local clubs, classes and groups, Volunteering at local companies and organizations, Attending events, shows and exhibitions, Involved with charities (including campaigning and fundraising).

Reference :

Dr. Monimul Haq Professor University of Rajshahi Mobile: 01714137642 Relation: Academic	Tania Akter Officer Cash Janata Bank Plc. Mobile: 01762767943 Relation: Cousin
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I certify that all information state in this CV is true and complete to the best of my knowledge.



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(Abdullah Al Fahad)