

Resume Of



Nurulamin Gazi
Kanchannagar, Shibnagar,
Dumuria, Khulna
Contact No: 01531881531
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Career Objective:

"To obtain secretarial employment with a progressive company seeking an ambitious, dedicated early-career team member to grow in a career-oriented administrative support position."

Personal Information:

Name	: Nurulamin gazi
Father's Name	: Md Motlab gazi
Mother's Name	: Akhirun Begum
Permanent Address	: Kanchannagar, Shibnagar , Dumuria, Khulna
Present Address	: Rayermohol, Boyra , Khulna
Date of Birth	: 4 th May 1998
Nationality	: Bangladeshi
Marital Status	: Single
Gender	: Male
National Id	: 1506607587

Academic Qualification:

Name of Exams	Board	Group	Result	Year
SSC	Jashore	Business Studies	4.72 out of 5.00	2015
HSC	Jashore	Business Studies	4.83 out of 5.00	2017
B.B.A (Honors)	National University	Accounting	3.02 out of 4.00	2021
M.B.A(Masters)	National University	Accounting	3.09 out of 4.00	2022

Computer skill:

- Ms Word , Ms Excel , Ms Excel , Ms Access and Powerpoint.
- Typing Speed 25+ WPM in English and Bangla
- Familiar with internet browsing , email, communication and data entry.

Extra –Curricular Activities :

- Participated in Inter University Quiz Competitions.
- Organized Cultural Events and Annual Programs.
- Member Of Photography Club.
- Leadership role in Student Council.
- Completed workshops on Public Speaking and Leadership .

Behavioral Outlook:

- I am hardworking, quick learner, and always committed and sincere at work.
- I am confident that I will prove to be an asset to any organization that will invest on me.

I hereby declare that the above mentioned information is true and best of my knowledge. I'm assuring you of sincerity & dedication to learn.

Signature



Nurulamin