

Curriculum Vitae

Md. Masud Rana

Address: Zozira, Kazipur, Sirajganj Mobile: 01761-380945



Career Objective

To pursue a challenging position in a dynamic organization where I can utilize my knowledge and skills to help the organization achieve success with honesty, dignity, self-respect, expertise, and sincerity.

Academic Attainment

Secondary School Certificate (SSC)

Group : Business Studies
Result : GPA 3.50 (Out of 5)
Year of Passing : 2016
Institution : Nischintapur High School
Board : Rajshahi

Higher Secondary Certificate (HSC)

Group : Business Studies
Result : GPA 2.92 (Out of 5)
Year of Passing : 2018
Institution : Natuarpara Degree College
Board : Rajshahi

Degree (Bachelor / Pass Course)

Group / Program : Bachelor of Social Science (Pass)
Result : CGPA 2.70 (Out of 5.00)
Year of Passing : 2022
Institution : Natuarpara Degree College
University : National University

Job Experience

- **Karooni Knit Composite Ltd.**
Position: Quality & Data Entry
Duration: 03 Years

Responsibilities:

- Prepared daily **cutting reports** and maintained accurate Quality records
- Prepared **sewing DHU (Defects per Hundred Units) reports**
- Entered quality data accurately into registers and software systems
- Analyzed daily Quality data and prepared summary and performance reports

- **Karooni Knit Composite Ltd.**
Position: Asst. GPQ
Duration: 02 Years

Personal Information

Name : Md. Masud Rana
Father : Md. Abu Taher
Mother : Mst. Mina Khatun
Date of Birth : 10 Oct 2000
Gender : Male
Height : 5'5"
Marital Status : Married
Religion : Islam
Nationality : Bangladeshi (By Birth)
Blood Group : O+
NID : 6464241824

Address Details

Permanent Address:

Village: Zozira, P.O: Nishchintapur, P.S: Kazipur, Dist: Sirajganj

Computer Skills

- **Microsoft Excel (Advanced):**
 - Data entry & data cleaning
 - Formulas: SUM, AVERAGE, IF, VLOOKUP / XLOOKUP
 - Pivot Table & Pivot Chart
 - Production & DHU data analysis
 - Daily / monthly report preparation
- Microsoft Word
- Microsoft Excel

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Signature:

Md. Masud Rana

Date: _____