

**RESUME
OF
MD. MOSTAKIM RANA**

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Mailing Address:

C./O. Md. Golam Mostafa
Vill-Narayanpur (Mondolpara)
P.O- Surjo Narayanpur-6300
Sadar, Chapai Nawabganj

Career Objective:

To pursue some real life experience, I would welcome a rewarding and challenging job in the Business sector, which helps to prove my skill and abilities to enhance my capability by working in a well organized institution and participate and contribute to its development and progress.

Academic Attainment:

Master of Business Administration M.B.A

University	: National University
Institute	: Rajshahi College, Rajshahi
Year of passing	: 2021
Group	: Accounting
Result	: GPA-3.13 (Out of Scale 4)

Bachelor of Business Administration B.B.A (Honors)

University	: National University
Institute	: Nawabganj Govt. College, Nawabganj
Year of passing	: 2020
Group	: Accounting
Result	: GPA-2.82 (Out of Scale 4)

Higher Secondary Certificate (HSC)

Institute	: Nawabganj Govt. College, Nawabganj
Year of passing	: 2016
Group	: Business Studies
Result	: GPA- 3.92 (Out of Scale -5)
Board	: Rajshahi

Secondary School Certificate (SSC)

Institute	: Nawabganj Zilla Adarsha High School, Nawabganj
Year of passing	: 2014
Group	: Humanities
Result	: GPA- 4.25 (Out of Scale -5)
Board	: Rajshahi

Communication Skills:

- ⇒ English : Sound both in written and spoken.
⇒ Bengali : Mother Tongue.

My Ability:

- ⇒ Ability to work with good creative thinking.
⇒ Good Inter Personal Skill and hard working ability.
⇒ Sincere for the assigned work.

Interest & Activity:

- ⇒ Traveling and visiting new places, Enjoy music,
⇒ Movie, Reading Books, Enjoy Cricket & Football.

Computer Skills:

- ⇒ MS Word, MS Excel,
⇒ MS Power Point,
⇒ MS Access, Illustrator
⇒ Email & Internet Browsing etc.

Personal Information:

Name	:	Md. Mostakim Rana
Father's Name	:	Md. Golam Mostafa
Mother's Name	:	Most. Rogly Begum
Date of Birth	:	15 November, 1998
Nationality	:	Bangladeshi by birth
Religion	:	Islam
Marital status	:	Unmarried
National ID No	:	9155496665
Height	:	5 fit 6 Inch
Weight	:	63 kg
Blood Group	:	B (+v)

Permanent Address:

Md. Mostakim Rana
C/O: Md. Golam Mostafa
Vill-Narayanpur (Mondolpara)
Chapainawabganj Sadar
Chapainawabganj.

Declaration:

I do hereby declare and certify that all the information stated above in these curriculum vitae are true and complete to the best of my knowledge and belief.

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Applicant Sign

Md. Mostakim Rana