

MD. MASUD RANA

National University, Gazipur

Cell No: 01757-166037

Email: masudparvez4m@gmail.com



Job Experience

Assistant In charge of M.V Mercantile 50 (Meghna group of Industry. 1st March, 2022 to ongoing.

- ❖ Making Bill of exchange,
- ❖ Create tally of goods,
- ❖ Record ships every start and stop time,
- ❖ Maintain ship load draft.

Career Objective

To secure a in a reputed organization, which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company's growth objectives, develop my career and excel in the related field.

Personal Qualification

I am self-motivated, able to adapt to any organizational environment, diligent and ready to give my best effort to achieve the targets.

Academic Qualification

Masters of Business Administration (M.B.A)

Institute : Azam Khan Commerce College, Khulna
Subject : Finance & Banking
Passing Year : 2020
Grade : **3.30 (Out of 4)**
Board : National University

Bachelor of Business Administration (B.B.A)

Institute : Govt. M.M.College,Jashore
Subject : Finance & Banking
Passing Year : 2019
Grade : **3.40 (Out of 4)**
Board : National University

Higher Secondary Certificate (H.S.C)

Institute : Chaugachha Govt.College
Group : Business Studies
Passing Year : 2015
Grade : **4.75 (Out of 5)**
Board : Jashore

Secondary School Certificate (S.S.C)

Institute : Chaugachha Shahadat Pilot Model Secondary School
Group : Business Studies
Passing Year : 2013
Grade : **4.94 (Out of 5)**
Board : Jashore

Software Skill:

- Completed Computer course on database and Office application (3 month)
- Basic Internet Browsing, E-mail & Social Networking

Other Skills

- Efficient in English and Bengali Communication
- Well in spoken and written English

Self-Assessment:

- Strong motivation and commitment for work
- Endurance to work for long hours and under pressure
- Commendable communication and presentation skills

Interest Hobbies:

- Reading Books and Newspapers.
- Traveling, watching movie, Playing Cricket, Football & Badminton.

Personal Information:

Name	: Md. Masud Rana
Father Name	: Md. Oliar Rahman
Mother Name	: Mst. Aklima Khatun
Date of Birth	: 12 Mar 1997
Present Address	: Vill: Singhajhuly, Post: Singhajhuly, P.S. Chaugachha, Dist. Jashore.
Permanent Address	: Vill: Singhajhuly, Post: Singhajhuly, P.S. Chaugachha, Dist. Jashore.
Marital Status	: Unmarried
Religion	: Islam
Nationality	: Bangladeshi
Blood Group	: O (+)
Weight	: 72 kg
Height	: 5'9"
NID	: 1502185463

References:

Dr. Md. Rasheduzzaman,

Assistant professor,

Department of Environmental Science and
Disaster Management

Bangabandhu Sheikh Mujibur Rahman
Science & Technology University,
Gopalganj-8100, Bangladesh.

Mohammad Arifur Rahman

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