

Curriculum Vitae

Khandker Ashikur Rahman

Rainkhula, D Block, Mirpur,

Dhaka, Bangladesh

Cell: 01630592184

Email: khandker11-403@diu.edu.bd



Job Objective:

Seeking an entry level position Human Resource department or Management department in an organization to utilize my knowledge and skill and contribute to the growth of the organization.

EDUCATION

Bachelor of Business Administration (B.B.A)

Major : HRM

CGPA : 3.10 out of 4.00

Institution : Daffodil International University, Dhaka.

Higher Secondary School Certificate (H.S.C)

GPA : 4.50 out of 5.00

Group : Business Studies

Institution : Dhaka Commerce College, Rainkhula, Mirpur, Dhaka.

Passing Year : 2016

Secondary School Certificate (S.S.C)

GPA : 5.00 out 5.00

Group : Business Studies

Institution : Comilla Modern High School

Passing Year : 2014

PERSONAL SKILLS:

- Leadership.
- Disciplined, Punctual and Hard working.
- Organizing.
- Time Management.
- Problem Solving.
- Influencer.
- Proactive and a team player.

COMPUTER SKILLS:

- **Software Applications:** MS Word, MS Power point, MS Excel
- **Web Browsing, E-Mail, Photo Editing, Video Editing.**
- Excellent Typing Speed in **Bangla** and **English**.

EXTRACURRICULAM ACTIVITIES:

- Vice President of Business and Education Club, DIU-PC
- Sports secretary of Business and Education Club, DIU-PC
- Vice President of Daffodil Sports Club
- Former Player of Daffodil Cricket Team
- Event Organizer
- Worked with BCSA-Tigers

WORKING EXPERIENCE:

- 1 year working experience as a assistant administrative officer (Hall Management) in Daffodil International University
- Completed 3 months internship program from Bangladesh Finance and investment company
- Student associate at Bangabandhu Inter University National Championship

INTEREST:

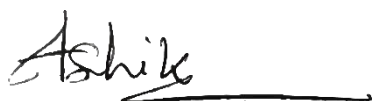
Building and nurturing relationship of people, Interest in Sports, Interest in Travelling

PERSONAL INFORMATION:

Father : MD. Sarwar Khandker
Mother : Mahamuda Khandker
Present Address : Younus Khan Scholars' Garden, Ashulia, Savar, Dhaka
Permanent Address : Kawtuli, Brahmanbaria
Date of Birth : 10th May, 1999
Nationality : Bangladeshi
Religion : Islam (Sunni)
Marital Status : Unmarried

REFERENCE:

Md Maksodur Rahman ACA AVP & Deputy Head of FAD Standard Bank Limited maksudbd52@gmail.com 01912-239702	Mr. Md. Ishaque Mijee Deputy Registrar Daffodil International University ishaque@daffodilvarsity.edu.bd Cell:+8801811458872
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(Khandker Ashikur Rahman)