CURRICULUM VITA

Name. Md. Mahfuz khan

Mobile No: 01926-559289

C/O: Md. Abdur Razzak

Village: Bagowan, Post: Sree Ratanpur

P.S: Mujibnagar, Dist: Meherpur

**Career Objective:**

A highly motivated individual wishing to organize with proper co-operation to pursue a long term carrier in a developed institution to contribute significantly for institutional development and personal fulfillment.

**Academic Qualification:**

**Higher Secondary Certificate (HSC)**

Institution : An-Noor Technical And Business Management College, Meherpur

Subject : Secretarial Science

Result : 4.13

Year of Passing : 2015

Board : BTEB

**Secondary School Certificate (SSC)**

Institution : Bangladesh Open University

Subject : Humanities

Result : 3.25

Year of Passing : 2011

Board : Bangladesh Open University

**Computer Literacy:**

All operating system use, All Office program, English & BanglaTyping, Internet Browsing

**Language and communication skills**

Strong written and verbal communication ability in-

Bangla : (native) - Spoken, Reading & Writing.

English : (foreign) - Spoken, Reading & Writing.

**Personal Details:**

Name : Md. Mahfuz Khan

Father’s Name : Md. Abdur Razzak

Mother Name : Mst. Mahfuja Khatun

Permanents Address : Vill: Bagowan, P.O: Sree Ratanpur

P.S: Mujibnagar, Dist: Meherpur.

Present Address : Vill: Bagowan, P.O: Sree Ratanpur

P.S: Mujibnagar, Dist: Meherpur.

Date of Birth : 04/08/1995

Home District : Meherpur

Marital Status : Unmarried

Nationality : Bangladeshi by Birth

Religion : Islam

Gender : Male

Height : 5.5”

Blood Group : A+

I certify that all information stated in the resume is true and complete to the beast of my knowledge I authorize the organization to verify the information provided in the resume.

Date:.............................. ..............................

Md. Mahfuz Khan