

CURRICULUM VITAE

OF

SK. ABDUR RAHIM RANA

Shirgati, Rupsha, Khulna

Mob:01923577081, E-mail: rahimm1987@gmail.com

CAREER OBJECTIVES

To join a challenging position in a dynamic and progressive organization that offers advancement opportunities based on well merited value exchange and my talents and skills can be efficiently utilized to achieve its goals.

ACCADEMIC CAREER

Master of Arts(MA)

Subject	: Islamic History and Culture
Name of Institute	: Govt. B.L. College, Khulna
University	: National University of Bangladesh
Session	: 2011-2012
Year of Passing	: 2012
Course Duration	: 01 (One) Year
Result	: 1 st class

Bachelor of Arts(BA, Honors)

Subject	: Islamic History and Culture
Name of Institute	: Govt. B.L. College, Khulna
University	: National University of Bangladesh
Session	: 2007-2008
Year of Passing	: 2011
Course Duration	: 04 (Four) Year
Result	: 2 nd class

Higher Secondary Certificate (H.S.C)

Group	: Humanities
Name of Institute	: Govt. Bangabandhu Collage, Khaulna
Board	: Jessore
Session	: 2004-2005
Year of Passing	: 2006
Course Duration	: 02 (Two) Year
Result	: "B" G.P.A. (3.20)

Secondary School Certificate (S.S.C)

Group	: Humanities
Name of Institute	: Belfulia Islamia High School, Khulna
Board	: Jessore
Session	: 2002-2003
Year of Passing	: 2004
Course Duration	: 02 (Two) Year
Result	: "B" G.P.A. (3.00)

SKILLS AND ATTRIBUTES

- Excellent interpersonal skills to establish effective working relationships.
- Absolutely positive hard working with a positive attitude.
- Work independently and as a team member.
- Handle high pressure situation and deadlines.
- Dynamic, extrovert, and resourceful.
- Capable of finding out and solving problems.

LANGUAGE PROFICIENCY

Bengal : Special as it is Mother Language.
English : Fluent in speaking, writing & listening.

COMPUTER LITERACY

06 (Six) Months training on “**Computer Office Application**” from Bangladesh Technical Education Board, Dhaka.

Course Outline:

- Institution Name : Khulna Technical And Engineering College (35050) Institute And Code.
- Operating System : Windows XP & 2007
- Word Processing : MS Word
- Spread Sheet : MS Excel
- Presentation Software : MS Power Point
- Database & E-mail :
- Graphics Software : Adobe Photoshop

EXPERIENCES

Worked as “Chamber Assistant Of Unique Law & Associates” for 05 (Five) years in 63, K.C.C. Super Market, Khulna. I have sufficient experience regarding Income Tax Cases as well as Income Tax Appeal & Tribunal Cases.

STRENGTH / INTEREST / HOBBY

Strength: I believe that I am transparent, loyal and energetic.

Interest: I would to job where I will able to submit myself as a dedicated person. So, I prefer to work in a team with friendly manners.

Hobby: Reading, Tour and hearing music.

PERSONAL PROFILE

- Name : **Sk. Abdur Rahim Rana**
- Father's Name : Sk Jahurul Haque
- Mother's Name : Rahana Begum
- Present Address : Vill.- Shirgati, P.O.- Durjanimahol, P.S.-Rupsha, Dis.-Khulna.
- Permanent Address : Vill.- Shirgati, P.O.- Durjanimahol, P.S.-Rupsha, Dis.-Khulna.
- Date of Birth : 24 January, 1988
- Marital Status : Single
- Sex : Male
- Religion : Islam
- Nationality : Bangladeshi (By Birth)
- Blood Group : A^{+(ve)}
- National ID No. : 19884717513633995
- Height : 5 feet 2 Inch
- Weight : 51 Kg.
- Mobile Number : 01923-577081

REFERENCES

❖ **Md. Sahalom**
Night Gird
D. C. Office, Khulna
Mob: 01936-163069



❖ **Md. Shukur Alli**
Jarikarak
D.C. Office, Khulna
Mob: 01923-075652

Signature

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Sk. Abdur Rahim Rana

Date:.....

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I hereby guarantee that all information in this document is true. Thank you for going through my CV.