

**Curriculum Vitae**  
*Of*  
**Khaled Mahmud Munna**



**CONTACT ADDRESS**

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**CAREER OBJECTIVE:**

To enter a well-reputed organization in a suitable position having the intention to work with honesty, sincerity and to learn, grow and eventually take greater responsibilities and face the challenge of the time and gain experience and skills for a successful career. Now I am working in **IFIC Bank** as a Transaction Service Officer **TSO**(it is my Functional Position and the rank of this position is Trainee Assistant Officer) in Ashuganj Bazar Branch. And I do have four months of experience as a Customer Service Officer CSO at Berger Experience Zone, Sarak Bazar which is administrated by Berger Paints Bangladesh Ltd.

**ACADEMIC BACKGROUND**

➤ **Bachelor of Science (B.Sc)**

- ◆ Institute : Brahmanbaria Govt. College
- ◆ Department : Physics
- ◆ Passing Year : 2018
- ◆ Result : CGPA- 2.98 (Out of 4.00)
- ◆ University : National University

➤ **Higher Secondary Certificate (H.S.C)**

- ◆ Institute : Kazi Mohammad Shafiqul Islam University College
- ◆ Group : Science
- ◆ Passing Year : 2014
- ◆ Result : GPA- 4.90 (Out of 5.00)
- ◆ Board : Cumilla

➤ **Secondary School Certificate (S.S.C)**

- ◆ Institute : Bangladesh Railway Govt. High School
- ◆ Group : Science
- ◆ Passing Year : 2012
- ◆ Result : GPA- 4.75 (Out of 5.00)
- ◆ Board : Cumilla

**PERSONAL DETAILS:**

- ♦ Full Name : Khaled Mahmud Munna
- ♦ Father's Name : Dulal Ahmed
- ♦ Mother's Name : Mafia Akter
- ♦ Date of Birth : 1<sup>st</sup> April 1996
- ♦ NID No : 9576495437
- ♦ Passport No : A001028
- ♦ Driving License No : BB0012792L00000
- ♦ Nationality : Bangladeshi (By Birth)
- ♦ Religion : Islam
- ♦ Marital Status : Single
- ♦ Blood Group : A (+ve)
- ♦ Height : 6 Feet 0 Inch
- ♦ Permanent Address : House No# 373, North Poirtola, Brahmanbaria – 3400.

**KEY SKILLS:**

- ♦ Effective communication and organizational skills.
- ♦ Hard and long-time working mentality.
- ♦ Adaptability and flexibility with any kind of people and place.
- ♦ Enthusiastic and positive attitude towards work and responsibility.
- ♦ Professionalism.
- ♦ Handling pressure and being able to work within the deadline.
- ♦ Multi-tasking skills.
- ♦ Keen to learn and grow.

**TECHNOLOGY SKILLS:**

- ♦ Microsoft Office : MS Word, MS Excel, MS PowerPoint, MS Access .
- ♦ Internet : Browsing Internet, Troubleshooting & E-mail.
- ♦ Extra Skills : Graphics Designer (Adobe Photoshop & Illustrator).

**COURSE COMPLETED**

- ♦ I have taken the 'Basic Computer Course' in the Department of Youth Development for 6 months.
- ♦ I have taken the 'Freelancing Course' in the Department of Youth Development for 4 months.
- ♦ I have taken an 'Entrepreneurship Course' in Bangladesh Investment Development Authority for 1 month.

**LANGUAGE KNOWLEDGE:**

- Bengali (Mother Language)
- English (Excellent Both Oral and Written)

**Personal Strength:**

- Energetic and hardworking.
- Enthusiastic in challenging working fields.
- Co-operative in teamwork.
- Self-motivated & Quick-learning capability.
- Good presentation ability.

**PERSONAL INTERESTS:**

- Studying New Technological & Business Issue
- Traveling.
- Playing Chess.
- New words seeking.

**TRAINED ON**

- Management and Leadership Skills.
- Entrepreneurship
- Driving
- Human Attitude.

**REFERENCE:**

<b>Dr. Mohammad Delwar Hossain</b> BDS,BCS(Health) Dental Surgeon Upazilla Health Complex Rowmari, Kurigram Cell: 01718993898 E-Mail: <a href="mailto:delwar201103@gmail.com">delwar201103@gmail.com</a>	<b>Md. Tofazzal Haque</b> Senior Officer Legal Rupali Bank Limited Head Office, Dhaka Cell: 01517829190 E-Mail: <a href="mailto:tofazzalbupllb@gmail.com">tofazzalbupllb@gmail.com</a>
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**DECLARATION:**

I am undersigned, hereby declare that all the information included here is true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates.

*Date:*

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*Signature*