

Résumé Of
Mohammad Ibrahim Khalil
Dept. of Persian Language and Literature
3021, Arts Building
University of Dhaka., Dhaka-1000
Cell – 01712-464118
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Objectives:

To attain such a position where I would be able to exert my academic knowledge and potentiality to develop my career and establish myself as a dexterous one in the related field & thereby contribute to the welfare & enhancement of the organization.

Current Position

Senior Administrative Officer, Dept. of Persian Language and Literature, University of Dhaka from September 2008 to till now

Educational Status:

Master of Arts:

Name of Institution : **University of Dhaka**
Discipline : Persian Language and Literature
Result : Second Class
Year of Passing : 2006 (Held November, 2008)
Session : 2005—2006

Bachelor of Arts:

Name of Institution : **University of Dhaka**
Discipline : Persian Language and Literature
Result : Second Class
Year of Passing : 2005 (Held February, 2007)
Session : 2001 — 2002

Other Scholastic Records:

Higher Secondary School Certificate (HSC)

2001 : 1st Division with Humanities group under Dhaka Education Board, from Baroi Bari A.K.U. Institution, Kaliakair, Gazipur.

Dakhil (Equivalent to S.S.C)

1998 : 2nd Division with Humanities group under Madrasah Education Board, from Bhengula Senior Madrasha, Gopalpur, Tangail.

Computer Skills:

- Diploma in Computer Science
- Package Program—M.S Word, Excel, Access, PowerPoint.
- Internet, Email, Web Browsing

Others Qualifications:

1. Preparation of various reports for academic purpose.
2. Rover Scout (Training stage)

Personal Information:

Father's Name : Mohammad Azizur Rahaman
Mother's Name : Howa Begum
Permanent Address : Village: Beradakuri, P/O: Bhengula Bazar P/S: Gopalpur, Dist: Tangail.
Date of Birth : 3 January 1983
Nationality : Bangali (By birth)
Marital Status : Married
Religion : Islam (Sunni)
Blood Group : B+
Height : 5'-4"
Mobile no : +8801712464118

Special Attributes:

- Capability of organizing and leading group.
- Can work hard & persistent in attaining goal.
- Can work under pressure.
- Having good analytical & judgment skills.
- Trust worthy, Reliable, True Speaking.
- Ability to accomplish task within deadline.

Language Proficiency:

- Excellent in Reading, Writing & Listening of Bangla (Mother Language).
- Also have Compatible Excellency in English & Persian as a second Language.

Membership:

- Dhaka University Scout Group
- Office Secretary, Anjumane farsi Bangladesh
- Office Secretary, Dhaka University Persian Language and Literature Dept. Alumni Association.

Personal Interest & Hobbies:

- Watching world classic movies
- Interacting with especially successful people & foreigners
- Playing Football, Cricket & Cards
- Chatting, Reading, Traveling

Self Assessment:

Me, a self-motivated, pragmatically challenging, diligent & ready to go the extra leg to achieve the targets. I have positive attitude towards working with good interpersonal relations with different multicultural & religious spheres. I'm confident that if I get the opportunity to serve your organization, I will prove myself an important asset for your company through my dedication, sincerity & the highest level of professionalism.

References:

1. Dr. K.M. Saiful Islam Khan

Professor
Dept. of Persian Language and Literature
University Of Dhaka, Dhaka-1000
Cell# 01755576609

2. Mr. Md. Mumit Al-Rashid

Associate Professor
Dept. of Persian Language and Literature
University Of Dhaka, Dhaka-1000
Cell # 01815-544575

Signature : Mohammad Ibrahim Khalil

Date 01/07/2015