

CURRICULUM VITAE

MD ISSA KHAN

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OBJECTIVE CAREER

A career that fulfills my interest & utilize my academic background and to get enrolled in suitable entry-level position, applying my skills, knowledge and education for developing my career and experience

PERSONAL DATA:

Name : Md Issa Khan
Father Name : Fayez Ahmed Khan
Mother's Name : Khatija Begum
Date of Birth : 03.05.1990
Place of Birth : Chattogram
Nationality : Bangladeshi
Religion : Muslim
Gender : Male
Marital Status : Unmarried
Visa Status : Employment visa (Transferable)

EDUCATIONAL QUALIFICATION

Name of Degree	Major/ Group	Name of Institution / board	Obtained Grade Point	Passing year
M.A.	English	National University Bangladesh	2.98 (in scale of 4)	2015
B.A. Hon's	English	National University Bangladesh	2.92 (in scale of 4)	2014
H.S.C.	Business Studies	Chittagong Board	4.60 (in scale of 5)	2008
S.S.C	Science	Chittagong Board	4.56 (in scale of 5)	2006

LINGUISTIC SKILLS:

- English (Excellent) Reading, writing & Speaking
- Hindi (Good) speaking
- Urdu (Good) speaking
- Arabic (Little) speaking
- Bengali (Excellent) Reading, writing & Speaking
- **6 months English-speaking course in Executive Care**

COMPUTER SKILLS:

- ❖ Well Versed In MS-Office, MS-Word, MS Excel, MS Access, PowerPoint & Internet Concepts.
- ❖ 1 year Diploma in ICT
- ❖ 3 months Office management Course

PASSPORT DETAILS:

Passport No	: EE0918750
Place of Issue	: Dhaka
Date of Issue	: 30.01.2020
Date of expiry	: 29.01.2025

WORKING EXPERIENCE:

- ✓ 2 years' experience as a Teacher in Madarsha Multilateral High School in Chittagong, Bangladesh

PERSONAL SKILL

- Energetic and capable to adopt in any type of environment
- Ability to work independently and as a member of any team.
- Can work under pressure.
- Enjoy working to meet the challenge
- Is ambitious and expect to earn advancement

REFERENCES

- All certificates and official papers will be delivered upon request.

DECLARATION

I hereby declare that the forgoing information is correct and complete to the best of my knowledge and belief.

Md Issa Khan