

■ Resume

■ Personal Information:

Name: Md. Nazim Uddin

Father's Name: Md. Abdul Karim

Mother's Name: Mrs. Rubina Begum

Address: Naoda, Paikpara, Natore Sadar, Natore

Mobile: +88017XXXXXXX

Email: nazim@example.com

Date of Birth: 15 March 1999

Nationality: Bangladeshi

Religion: Islam

Marital Status: Unmarried

■ Career Objective:

To build a challenging career in a reputed organization where I can utilize my skills and contribute to the company's growth.

■ Educational Qualification:

Exam	Institution / Board	Group / Subject	Year
S.S.C	Rajshahi Board	Science	2015
H.S.C	Rajshahi Board	Science	2017
B.Sc	University of Rajshahi	Physics	2022

■ Experience:

Company: XYZ Company Ltd.

Designation: Office Assistant

Duration: January 2023 – Present

Responsibilities:

- Maintaining office files and documents
- Communicating with clients
- Assisting in administrative activities

■ Skills:

- Computer proficiency (MS Word, Excel, PowerPoint)
- Internet browsing and email management
- Communication skills in Bangla and English
- Ability to work in a team environment

■ Language Proficiency:

- Bangla – Fluent
- English – Good

■ Reference:

Name: Prof. Md. Abdul Halim

Designation: Assistant Professor, Department of Physics

Institution: University of Rajshahi

Mobile: +88018XXXXXXX

■ Date: 25 October 2025

✍️ ■ Signature: _____
(Md. Nazim Uddin)