

# Resume

## of

### MD Fajle Rabby Khan

#### CONTACT INFORMATION

Address : 58/2/A, Agasadek Road,  
Bangshal, Dhaka-1000.  
Mobile : +88 01933 255044  
E-mail : mfrabbi2014@gmail.com  
Website : www.fajlerabby.com

#### CAREER OBJECTIVE

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I want to use my talent & prove myself as a good and honest officer in the company, where I want to face challenges & using opportunities with sincerely, punctuality, commitment, self-competency and hard work.

#### EMPLOYMENT STATUS

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1. Company Name : **Active Multimedia IT Institute**  
Designation : Graphic & Full Stack Full Stack Web Developer  
Location : 128/A, Bangshal Road, Bangshal, Dhaka-1000.  
Duration : Jan 01, 2019 to Running

##### **Responsibilities:**

- ✓ Creative Graphic Design
- ✓ Creative Web Design & Development
- ✓ Printing Press
- ✓ Company Brand Identity
- ✓ Trouble Shooting
- ✓ Any other job assigned by the management

2. Company Name : **Active Multimedia IT Institute**  
Designation : Graphic Designer  
Location : 128/A, Bangshal Road, Bangshal, Dhaka-1000.  
Duration : Jan 01, 2016 to Dec 31, 2018

##### **Responsibilities:**

- ✓ Creative Graphic Design
- ✓ Printing Press
- ✓ Company Brand Identity
- ✓ Trouble Shooting
- ✓ Any other job assigned by the management

3. Company Name : **Active Multimedia IT Institute**  
Designation : Graphic Designer (Intern)  
Location : 128/A, Bangshal Road, Bangshal, Dhaka-1000.  
Duration : Oct 01, 2015 to Dec 31, 2015

##### **Responsibilities:**

- ✓ Received and checking all types of bill

- ✓ Preparing journal and voucher
- ✓ Preparing all types of provisional journal adjust and closing journal
- ✓ Creative Graphic Design
- ✓ Printing Press
- ✓ Call Receptionist
- ✓ Any other job assigned by the management

4. Organization Name : **Bismillah Enterprise**  
 Designation : Computer Operator  
 Location : 104/A, Agasadek Road, Bangshal, Dhaka-1000.  
 Duration : May 15, 2011 to Sep 30, 2015

***Responsibilities:***

- ✓ Content Writer
- ✓ Preparing Voucher
- ✓ Lamination & Photocopy
- ✓ Trouble Shooting
- ✓ Client Handling
- ✓ Any other job assigned by the management

## **ACADEMIC QUALIFICATION**

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- **Master of Business Administration (MBA)**  
 Subject : Accounting  
 Institution : Shaikh Burhanuddin Post Graduate College  
 University : National University  
 Year of Passing : 2018  
 Result : Running (out of 4.00)
- **Bachelor of Business Administration - Hon's (BBA Hon's)**  
 Subject : Accounting  
 Institution : Shaikh Burhanuddin Post Graduate College  
 University : National University  
 Year of Passing : 2017  
 Result : 2.95 (out of 4.00)
- **Higher Secondary Certificate (HSC)**  
 Group : Business Studies  
 Institution : Shaikh Burhanuddin Post Graduate College  
 Board : Dhaka  
 Year of Passing : 2013  
 Result : 3.90 (out of 5.00)
- **Secondary School Certificate (SSC)**  
 Group : Business Studies  
 Institution : Bir Shreshtha Motiur Rahman High School  
 Board : Dhaka  
 Year of Passing : 2011  
 Result : 4.00 (out of 5.00)

## INDUSTRIAL ATTACHMENT

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1. Course Name : **Professional Graphic Design**  
Institution : Creative IT Institute of Bangladesh  
Location : Momtaz Plaza (4th Floor), House # 07, Road # 04, Dhanmondi, Dhaka-1205, Bangladesh.  
Duration : 8th April, 2018 to 08th September, 2018
2. Course Name : **Transforming Local Business to e-Business Training**  
Institution : e-Commerce Association of Bangladesh (e-Cab)  
Location : House # 29 (M-A), Road #06 Dhanmondi, Dhaka-1205, Bangladesh.  
Duration : 3rd Jun, 2020 to 11th Jun, 2020
3. Course Name : **Professional Online Digital Marketing**  
Institution : UY Lab  
Location : 31, Commercial Area, 4th Floor, Colombia Super Market, Wireless Gate Banani, Dhaka, Bangladesh.  
Duration : 10th Jun, 2020 to 12th August, 2020
4. Course Name : **Professional Web Development**  
Institution : Creative IT Institute of Bangladesh  
Location : Momtaz Plaza (4th Floor), House # 07, Road # 04, Dhanmondi, Dhaka-1205, Bangladesh.  
Duration : Running

## COMPUTER SKILLS

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- ✓ **Office Application**  
Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access.
- ✓ **Graphic Design**  
Adobe Photoshop, Adobe Illustrator, Adobe In-design.
- ✓ **Web Design & Development**  
Basic html, CSS, WordPress Theme Customization, PHP, Laravel.
- ✓ **Video Editing**  
Video Scribe, Camtasia Studio.
- ✓ **Hardware & Networking**  
Windows Installation, Essential Software Setup, Printer Setup, PC Assemble, PC to PC Networking.

## INTEREST & HOBBY

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- Get acquainted with various people.
- Travelling, Watching to Movies, Listening to Music, Photography.
- To acquire knowledge about different topic. (Especially in Computer)

## LANGUAGE PROFECIENCY

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- Bengali proficiency writing, speaking, understanding. (Mother Language)
- English proficiency writing, speaking, understanding.

## PERSONAL INFORMATION

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1. Name : MD Fajle Rabby Khan
2. Father's Name : MD Abdul Jabbar Khan
3. Mother's Name : Kawsari Begum
4. Present Address : 58/2/A, Agasadek Road, Bangshal, Dhaka-1000.
5. Permanent Address : 58/2/A, Agasadek Road, Bangshal, Dhaka-1000.
6. Date of Birth : 25th Dec, 1996
7. Nationality : Bangladeshi (by Birth)
8. Religion : Islam
9. Marital Status : Unmarried
10. Gender : Male
11. Blood Group : AB +
12. National ID : 9153788980
13. Contact : +88 01933 255044
14. E-mail : mfrabbi2014@gmail.com
15. Website : www.fajlerabby.com

## DECLARATION

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I hereby declare that the above statements are true to the best of my knowledge and belief.  
Thanking you in anticipation.

## REFERENCES

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|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1. MD Alam<br>Chief Executive Officer (CEO)<br>Active Multimedia IT Institute<br>Mobile: +88 01911 960760<br>E-mail: info@activembd.com | 2. MD Shamsuddin<br>Proprietor<br>Bismillah Enterprise<br>Mobile: +88 01742 508384<br>E-mail: sabilenterprise@gmail.com |
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MD. Fajle Rabby Khan

Date: