



Amirul Islam Khan Abir

Address- **Bihongo 57/A,Kazitula,Sylhet Sadar 3100,Kotwali,Sylhet**

Mobile No- **8801733709604**

Date- **20 December 2018**

Dear Sir,

As a highly motivated and dedicated personnel with strong communication and interpersonal skills, I would like to apply for the position of **Internship**.

I have been extensively in various university events, debate competition, sports carnivals, Social welfare works has allowed me to work closely with my peers while supporting both institutional and social community as a whole. These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in this position.

I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role. I am aware that you will receive a large number of applications for this job but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organisation. I am keen to develop my professional skills and look forward to discuss my application with you at an interview. I have enclosed a copy of my resume for your consideration..

Sincerely,

Amirul Islam Khan Abir

Professional profile

To find a challenging position to meet my competencies, capabilities, skills and education.

I am ambitious, self-motivated and always seeking new challenges having pride in my work and strive for the success; definitely an asset to an organization.

IT/Technical skills

- | | | |
|---------------------|---------------------|-------------------------|
| ➤ MS OFFICE | ➤ Internet Research | ➤ Image Editing |
| ➤ HTML, CSS (Basic) | ➤ Video Editing | ➤ Video content creator |
| ➤ MS Presentation | ➤ Adobe Photoshop | ➤ Web Research |

Education and qualifications

- **BBA (Management), Final Year** – Madan Mohan College, Sylhet
- **HSC (Business Studies), GPA-4.60** – Sylhet Commerce College – 2014
- **SSC (Business Studies), GPA-4.56** – Sylhet Government Pilot High School – 2012

Co-Curricular Activities

06/2018 – Present

Madan Mohan College Debating Society, Sylhet
Vice-President

Madan Mohan College Debating Society is debating federation of my college. I am working as a team leader of this platform. The purpose of this debating society is to develop student's skills and ability in debate.

Key Responsibilities

- Increasing learners' confidence, poise, and self-esteem.
- Providing an engaging, active, learner-centred activity
- Improving rigorous higher order and critical thinking skills.
- Enhancing the ability to structure and organize thoughts
- Enhancing learners' analytical, research and note-taking skills
- Improving learners' ability to form balanced, informed arguments and to use reasoning and evidence.
- Developing effective speech composition and delivery.
- Encouraging teamwork.

Key achievements/projects

- Organized a debating program on our college.
- Worked as a team leader of a Sylhet Debating federation Program.
- Organized 10 workshops on Debate at different colleges of Sylhet.

04/2016 – Present

Nobo Utthan Social Organization, Sylhet
Founding Member

The organization do social welfare and raise social mindfulness among the nation. I am with them from the very beginning. I am the current Vice-President and was also the former financial secretary of the organization.

Key responsibilities

- Building new relationships.
- Better cognitive function.
- Maintaining good emotional health.
- Acquire new skills.
- Increase Motivation.

Key achievements/projects

- Organized blood donation program.
- Organized Tree Plantation Program.
- Organized winter cloth distribution program.
- Organized Eid Cloth distribution program.
- Running a program named 'Self-Employment' among the underprivileged.

Self-Assessment

- (1) Good at communication.
- (2) Able to set priorities and routine tasks.
- (3) Willing to learn and grow by accepting responsibilities.

References

Name: MD Mubin Ahmed

Post: Senior Officer

Janata Bank Ltd, Corporate Branch, Laldighirpar, Sylhet

Mobile: 01731777698

Email: Mubin4470@gmail.com

Address: 14, Ornob, Mirenmoyn, Sylhet

Name: Badrul Islam Chowdhury

Designation: Assistant Officer

National Housing Authority, Sylhet Division

Mobile: 01715104205

Address: 2/KHA, Mouchak, Shibganj, Sylhet