

CURRICULUM VITAE

Anwar Hossain

Contact Address:

House-85, Road-10, Block-B, West Bownia, Turag, Dhaka.

Contact No: 01912930585

E-mail: anwar_shaon@yahoo.com



Career Objective

A young, energetic, productive, hardworking and enthusiastic industrial aiming to build up a career in a reputed organization with innovation, sincerity, skill and performance to produce a synergic output for the organization and bring the organization to the top of the list leaving no stone unturned.

Technical Skill

Operating System : Windows 2000, Windows XP, Windows 7, Windows 8.1, Windows 10.

Application Program : Microsoft Office Productivity Suite (MS Word, MS Excel, MS Access, MS PowerPoint)

Experience

S L	Organization	Position	Contact person	Duration	Responsibilities
1	Ahmed Amin Group of Companies (House-25, Road-34, Gulshan-2, Dhaka.)	Office Executive	Khairul Amin, Phone: 9881424	1st January 2015-31 December 2017	1. Cash managements 2. Clint support. Data Entry 3. Giving report 4. Software maintaining
2	AIMS Digital School & College. House-14, Road-5, Sectore-6, Uttara, Dhaka	SeniorTeacher (English& Religion)	Vice Principal. Abdul Kader Jilani-016138665 33	5th January 2018 till to date.	1. Taking online Class 2. Online guardian meeting 3. Taking online Exam 4. Giving Online Result 5. Cash management 6. Maintain the Register & others 7. Maintain attendance. 8. Maintain the Students Data Base.
3	AIMS Digital School & College. (Coaching) House-35, Road-10, Sectore-6, Uttara, Dhaka	In charge (AIMS Branch 1)		1st March 2020 till to date.	1. Maintain Good Relation with Guardian 2. Take necessary steps 3. Provide Information's & Instructions to the Authority 4. To plan, Organize the Program of Office.

Academic Qualification

M.A

<input type="checkbox"/> University	National University
<input type="checkbox"/> Subject	English
<input type="checkbox"/> Institution	Govt. Titumir College, Mohakhali, Dhaka
<input type="checkbox"/> Result	Second Class
<input type="checkbox"/> Passing Year	2011

B.A (Hon's)

<input type="checkbox"/> University	National University
<input type="checkbox"/> Subject	English (4 years course),
<input type="checkbox"/> Institution	Govt. Titumir College, Mohakhali, Dhaka
<input type="checkbox"/> Result	Third Class
<input type="checkbox"/> Passing Year	2010

H.S.C (Alim)	<input type="checkbox"/> Board	Madrasah
	<input type="checkbox"/> Institution	Manikdi Islamia Senior Madrasah
	<input type="checkbox"/> Group	Humanities
	<input type="checkbox"/> Result	GPA- 3.58
	<input type="checkbox"/> Passing Year	2006
S.S.C (Dakhil)	<input type="checkbox"/> Board	Madrasah
	<input type="checkbox"/> Institution	Keshoppur Fazlul Haque Senior Madrasah
	<input type="checkbox"/> Group	Science
	<input type="checkbox"/> Result	GPA-4.33 (without 4th subject)
	<input type="checkbox"/> Passing Year	2004

Perceived Strength

- ☐ Flexible, Hardworking, Sincere, Ethical & able to work under pressure and Ability to get mixed with others.
- ☐ Willingness to learn & work hard, Proactive thinking.
- ☐ “Can do” attitude.
- ☐ Able to work independently.
- ☐ Extremely regular and dedicated to professionalism, exceptionally responsible, diligent and motivated toward goal.

Communication Skills

- ☐ I can speak and write Standard Bengali & English.
- ☐ Self- motivation individual with strong drive to achieve targets Deadlines.
- ☐ Well-discipline and Organized, Presentable, Energetic and Enthusiastic with excellent communication skill.
- ☐ Discipline and very eager to learn.

Hobbies

- ☐ Reading Books, Visiting New Places, Traveling, Net Surfing
- ☐ Making New Friend, etc.

Personal details

<input type="checkbox"/> Name	:	Anwar Hossain
<input type="checkbox"/> Father's Name	:	Abdul Malaq
<input type="checkbox"/> Mother's Name	:	Amena Begum
<input type="checkbox"/> Permanent Address	:	Village: Purbokandi, Post Office: Moderhat, Upozilla: Damuddya, District:Shariatpur.
<input type="checkbox"/> Present Address	:	House –85, Road-10, Block-B, West Bownia, Turag, Dhaka
<input type="checkbox"/> Date of Birth	:	1st February, 1990.
<input type="checkbox"/> Religion	:	Islam
<input type="checkbox"/> Nationality	:	Bangladeshi
<input type="checkbox"/> National Id	:	416 103 9245
<input type="checkbox"/> Gender	:	Male
<input type="checkbox"/> Marital Status	:	Married
<input type="checkbox"/> Contact Numbers	:	01912930585 , 01710519652
<input type="checkbox"/> E-mail	:	anwar_shaon@yahoo.com

<i>Reference-1</i>	<i>Reference-2</i>
Khairul Amin Managing Director Ahmed Amin Group of Companies Mobile : 01713004029	SARA BAIDYA Head of the English Dept. Govt. Titumir College, Mohakhali, Dhaka. Phone: 01726177585

<i>Declaration</i>

I hereby declare that all the information mentioned above are true and update to my knowledge.

Date:

Signature