

Applied For: **SEO Expert**

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Apu Manos Murmu

Address: House:101/102,Block: Cha, Road: 1 ,Rainkhola Mirpur 2, Dhaka
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Career Objective:

To acquire a challenging position in an environment where I can best utilize my Skills and Education.

Employment History:

Total Year of Experience : 3.8 Year(s)

1. Sponsoship Facilitator (February 15, 2016 - August 21, 2016)

Integrated Child Development Program(ICDP) Program of Manabik Shajya Sangstha (Save the Children).

Company Location : Rayer bazar,Mohammadpur,Dhaka

Department: Sponsorship

Duties/Responsibilities:

Monitoring and supervise field organizer.

Survey and Case study.

Documentation

Child Letter Writing.

Event Organize.

Maintain meeting minutes and reporting

Photography.

2. Volunteer (September 15, 2015 - December 9, 2015)

VSO Bangladesh

Company Location : House # 382 (1st & 5th floor), Road # 28 New DOHS, Mohakhali, Dhaka-1206. Bangladesh

Duties/Responsibilities:

Survey and Case study.

Share cross culture experience with international volunteer.

Youth club Establishing and mentoring.

Establishing, maintaining and developing relationships with community people.

Preparing and Conduct Court yard session.(Governance,Social problems and awareness...)

Arrange training.

Maintain minutes of meeting and reporting

3. Tutor cum Computer operator (March 15, 2012 - April 20, 2015)

Beldanga Child development sponsorship program.

Company Location : Birampur,Dinajpur,Bangladesh

Duties/Responsibilities:

Planning and preparing appropriate lessons and suitable teaching materials.
 Ensuring active participation of students in classes.
 Checking students work, ensuring assessments are made regularly.
 Challenging and assisting under-performing children.
 Supporting resources effectively and ensuring appropriate value for money.
 Ensuring the correct use and care of equipment and resources is maintained.
 Planning, preparing and reviewing the project curriculum with other staff.
 Ensuring all health and safety policies are implemented and adhered to at all times.
 Participating in appropriate meetings with parents.
 Arrange and Conducting sports and cultural events.
 Computer Operating.(email,photocopy,scan....)
 Letter writing.
 Prepare monthly report.
 Photography and taking part in the life of the project.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|------------|---------------------|---|--------------------|----------|----------|
| Bachelor | Arts | National University | Second Class | 2013 | 2010-11 |
| HSC | Science | Phulbari Govt college | CGPA:3.1 out of 5 | 2009 | 2006-07 |
| SSC | Science | Sujapur high school , Phulbar,Dinajpur | CGPA:4.13 out of 5 | 2006 | 2004-05 |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|----------------|---|--|------------|--------------------|------|-----------|
| Photographer | | Compassion International Bangladesh | Bangladesh | Birgonj,Dinajpur | 2013 | 5 Days |
| Computer | Office Application | ICT Computer Institute. | Bangladesh | Phulbari ,Dinajpur | 2012 | 6 months |
| Agriculture | <ul style="list-style-type: none"> Green house production, and managing of pot plants, herbs, vegetables and Ornamentals. Animal husbandry, divers production (piggery, dairy...) Landscape gardening and design. Flower arrangement and making bouquets. | Gjennestad Horticultural College, Norway | Norway | Norway | 2010 | 10 months |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time

Present Salary : Tk. 17000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Secretary/Receptionist, HR/Org. Development, Security/Support Service, Data Entry/Computer Operator, Security Guard
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Italy, Netherlands, New Zealand, Norway, United Kingdom, Australia, Canada, Iceland, Switzerland
 Preferred Organization Types : Hotel, Agro based firms (incl. Agro Processing/Seed/GM), Fisheries, Fast Food Shop, Immigration/Visa Processing, Farming, Animal/Plant Breeding, Coal, Filling Station, Ice Cream, Fire Fighting and Safety, Dairy

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | Medium | Medium | Medium |
| Santali | Medium | Low | Medium |
| Hindi | Low | Low | Medium |

Personal Details :

Father's Name : Solomon Murmu
 Mother's Name : Aroti Hembrom
 Date of Birth : June 15, 1990
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Christianity
 Permanent Address : Vill: Dadpur Mission, Phulbari, Dinajpur
 Current Location : Dhaka