

Applied For: **IT Executive (Sylhet)**

Last Updated : **December 5, 2017**

DEWAN JAKARIA AHMED

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Career Objective:

Looking to work in a senior management levels that requires strategic planning and divergent thinking.

Career Summary:

As an organized and highly passionate individual, I like the challenges of working within a dynamic and fast paced working environment. The knowledge from my corporate experience has shaped my ability to adapt quickly, work efficiently, think creatively and work collaboratively as part of team or my own.

Special Qualification:

Education Management, Curriculum Development, Compliance, Human Resource Management, IT Support, Teaching, Examination Management and General Administration.

Employment History:

Total Year of Experience : 9.4 Year(s)

1. Examination and Curriculum Coordinator (August 1, 2016 - Continuing)

Royal Institute of Smart Education(RISE)

Company Location : Subidbazar, Sylhet

Duties/Responsibilities:

Managing Cambridge Examinations including Primary/Secondary Progression test, Checkpoint Exam and IGCSE/A level Exam Cycle

Administering SEN tests, Cognitive ability Tests(CAT4), Reading Ability Tests (NGRT), Online tests through Questbase/Engrade Pro

Managing CIE Direct, Cambridge Secure Exchange(PDQ), TSS, Online training sites.

Managing teachers Schedules and School timetables

Coordinating with teachers for attaining their educational goals and objectives

Assessing students performance

Observing classroom environment and regular inspection of school evidence

Implementing targeted objectives

Counseling with parents regarding individual student performance

Maintaining school operational budget

Attending in school leaders meeting

Facilitating regular coordinator meeting with faculty members

2. **Principal`s Office Administrator (April 23, 2015 - July 31, 2016)**

Royal Institute of Smart Education(RISE)

Company Location : Subidbazar, Sylhet

Duties/Responsibilities:

Compliance with international organizations including Cambridge international Examination(CIE), British Council, COBIS and ECIS.

Recruitment, Hiring (International and National) and Major HR functions

Foreign nationals work permit processing through BOI

Managing Cambridge Examination for Primary, Secondary, IGCSE & A levels

Developing strategic plan for the institute

Participate and organize board meeting, prepare meeting agenda and meeting minutes

3. **Coordinator (February 1, 2014 - March 1, 2015)**

ERUDITE education

Company Location : Rongmohal Tower, Level 03, Sylhet

Duties/Responsibilities:

Designing Instructional resources

Teaching IELTS|ESOL|English Language Courses

Administering Mock tests and registering candidates for exams.

Counseling and Advisory services for Study Abroad Program.

Arranging Seminars and Symposium.

4. **English Language Teacher (January 5, 2012 - December 31, 2013)**

Eduwings

Company Location : Zindabazar, Sylhet

Duties/Responsibilities:

Teaching IELTS|ESOL|English Language Courses

5. **Managing partner (January 1, 2011 - November 1, 2013)**

Saleh cloth store and readymade garments

Company Location : Laldighirpar, Sylhet

Duties/Responsibilities:

Marketing and Promotion services

Cash management

Record keeping and inventory management

Customer Relationship Management(CRM)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Marketing	Leading University, Sylhet	CGPA:3.92 out of 4	2011	1	Distinction(Summa Cum Laude)
BBA	Marketing	Leading University, Sylhet	CGPA:3.98 out of 4	2010	4	Distinction(Summa Cum Laude)

HSC	Humanities	Jalalabad Cantonment public college	CGPA:4.5 out of 5	2006	-	-
SSC	Science	Hazrat shahparan high school	CGPA:4 out of 5	2004	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Customer Relationship Management in Southeast Bank Ltd.	Southeast Bank	Bangladesh	Uposhahar, Sylhet	2010	4 months

Professional Qualification:

Certification	Institute	Location	From	To
SMART Digital Educator Course	SMART Technologies	Online	December 3, 2017	December 5, 2017
Understanding Lesson Management Module 1 &2	British Council PSGN	Online	November 16, 2017	November 25, 2017
Understanding Child Protection	British Council PSGN	Online	November 5, 2017	November 15, 2017
Teaching Children with learning difficulties	Cambridge Internaitonal Examinations	Online	August 20, 2017	September 25, 2017
Introductory cambridge IGCSE Global perspectives	Cambridge International Examinations	Online	July 30, 2017	November 8, 2017
Introduction to Cambridge Secondary 1	Cambridge International Examinations	Online	February 1, 2017	February 26, 2017
Introduction to Cambridge Primary	Cambridge International Examinations	Online	December 20, 2016	January 22, 2017
Human Resources	Open Learning Institute	Online	February 15, 2016	March 15, 2016
Introductation to Global Hospitality Management	EdX	Online	February 7, 2016	March 7, 2016
Getting to Know Cambridge Exam Cycle	Cambridge International Examinations	Online	January 5, 2016	February 8, 2016

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Education/Training, General Management/Admin
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Saudi Arabia, Australia, Canada

Preferred Organization Types : Telecommunication, University, College, Multinational Companies, Embassies/Foreign Consulate, Immigration & Education Consultancy Service, Overseas Companies, School

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• HRM• Compliance• International Relation• Teaching• Web Design• SMM• SEO

Extra Curricular Activities:

Surfing internet, Reading, Traveling etc

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Arabic	High	Medium	Low
Hindi	Medium	Medium	Medium

Personal Details :

Father's Name : Dewan Jalal Uddin
Mother's Name : Sobjun Nessa
Date of Birth : November 21, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Permanent Address : Same as present
Current Location : Sylhet

Reference (s):

Name : Christopher Ralph Manning
Organization : Oxford International School
Designation : Director
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Relation : Professional