

MD. NURUL ISLAM

Address: 20/1A, Jalalabad, Jalalabad, Sylhet Sadar, Sylhet 3107
Mobile No 1: 01737054876
e-mail : nurul.isc1@gmail.com



Career Objective:

To encourage creativity and higher-order thinking in a way that increases student performance.
To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Career Summary:

Worked as an Office Assistant for 2 years.
Teaching English Language since January 2018.
Planned and prepared hands-on learning activities according to the student's educational needs. Assessed, recorded and reported on the development, progress and attainment of students by on-going observations. Offers extensive knowledge of English Language and its basic concepts.
Excellent communication skills, great observational skills, and significant ability to perform well in a team.

Employment History:

Total Year of Experience : 3.9 Year(s)

1. Teacher (January 6, 2019 - June 16, 2019)

Career.com Zindabazar

Company Location : 8th floor, Al-hamra Shopping City, Zindabazar, Sylhet

Duties/Responsibilities:

Planned and prepared hands-on learning activities according to the student's educational needs. Assessed, recorded and reported on the development, progress and attainment of students by on-going observations. Offers extensive knowledge of English Language and its basic concepts.

2. Teacher (January 3, 2018 - December 26, 2018)

RANK

Company Location : 6th floor, Al-hamra Shopping City, Zindabazar, Sylhet

Duties/Responsibilities:

Planned and prepared hands-on learning activities according to the student's educational needs. Assessed, recorded and reported on the development, progress and attainment of students by on-going observations. Offers extensive knowledge of English Language and its basic concepts.

3. Office Assistant (May 16, 2015 - December 29, 2017)

Immigration & Student Consultancy (ISC)

Company Location : 6th floor, Al-hamra Shopping City, Zindabazar, Sylhet

Duties/Responsibilities:

My responsibilities in this role included providing face-to-face official talk. This position has given me key employ ability skills while also allowing me to experience working in a professional and fast-paced work environment.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Arts (BA)	English	Metropolitan University, Sylhet	CGPA:3.15 out of 4	2018	4
HSC	Business Studies	The Royal M.C. Academy	CGPA:4.3 out of 5	2013	2
SSC	Science	Saraker Bazar High School	CGPA:3.69 out of 5	2011	2

Professional Qualification:

Certification	Institute	Location	From	To
IELTS	IDP	Hamid Tower 4th Floor Level 5 Gulshan Dhaka 1212	August 2, 2018	August 2, 2020

Career and Application Information:

Preferred Job Category : Education/Training, General Management/Admin, Customer Support/Call Centre
Preferred District : Sylhet
Preferred Organization Types : Banks, Insurance, College, Trading or Export/Import, Multinational Companies, Immigration & Education Consultancy Service, Call Center, School

Specialization:

Fields of Specialization
<ul style="list-style-type: none">teachingCustomer Support/ Client ServiceCustomer RelationManagementSecretaryOffice ManagerAdminAdministrative/ Executive

Extra Curricular Activities:

→ Member at Metropolitan University English Society
→ Member at English Access Micro-scholarship Program-EHDS, Sylhet
→ Member at American Corner Sylhet

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	High	High
Bengali	Medium	High	High

Personal Details :

Father's Name : Md. Abdul Hafiz
Mother's Name : Asarun Begum
Date of Birth : November 10, 1995
Gender : Male

Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 3270081882
Religion : Islam
Permanent Address : Damer Gram, Sharoker Bazar, Zakiganj, Sylhet
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Anik Biswas	Muhammad Shamsul Islam
Organization	: Metropolitan University, Sylhet	Metropolitan University, Sylhet
Designation	: Assistant Professor & Head	Lecturer
Address	: 1. Zindabazar, Sylhet-3100, Bangladesh 2. Bateshwar, Sylhet-3100, Bangladesh	1. Zindabazar, Sylhet-3100, Bangladesh 2. Bateshwar, Sylhet-3100, Bangladesh
Phone (Off.)	: +88-0821-713077-8	+88-0821-713077-8
Phone (Res.)	:	
Mobile	: +88 01717555391	+88 01723817717
E-Mail	: anik@metrouni.edu.bd	shamsul.sust@gmail.com
Relation	: Academic	Academic