



Markini Lanong

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CAREER SUMMARY

To obtain a challenging position in any area of Business that will provide future opportunities for growth and development and to use my skills and experience that I have achieved in my education life and to dedicate my whole efforts to achieved.

SKILL

Personal skills: Good

Professional skills:

Technical skills: Microsoft office, Data entry, Data analysis, Email management software, Communication tools, Digital literacy, Information and communications technology.

QUALIFICATION

Attained:

2013	HSC	2.50	Kulaura Degree College
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EXPERIENCE

Company: UKBET

Work Time: 30th-November-2015 To 31st-December-2021

Location: Shahjalal Uposhahar Sylhet

Designation: Officer Program Support

Tasks:

- Reporting to Executive Director
- Programme management in working Area project
- Budgeting for monthly programme for all our Educational Centers
- Project Area Visit & Monitoring
- Attend All DC & UNO monthly meeting
- Liason with Local partner organization
- Vat & Tax Submit
- Community Building & Awareness Programe arrange with Target people or Beneficiaries

Training

Institute: Rotary Youth Leadership Award (RYLA)

Training Time: 2017-12-12 To 2017-12-15

Location: BRDTI, Sylhet

Topics:

Successfully completed the District Rotary Youth Leadership Award experience and will apply those leadership skills to inspire others and to take action in our community

Institute: SME Foundation

Training Time: 2019-11-02 To 2019-11-04

Location: Bangladesh Computer Council (BCC), Sylhet

Topics:

I have Completed the training programme on Process of Digital Marketing for SME products

Extra Curriculum Activities

I have completed "F&B Production (Cooking) Course with successfully internship at Rose View Hotel, Sylhet.

REFERENCE

Badhon Roy
UKBET
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Raynogor, Sylhet
Professionals

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