

CURRICULUM - VITAE OF Md Mujahid

Address: C/O: Md Siddiqur Rahman, Itakhola, Saiham Nagar,
Madhobpur, Habiganj,

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Career Objective:

To achieve a challenging position in a dynamic organization, where I can take advantage of my skills and creativity as well as discover a new dimension of understanding and learning required for completeness of being loyal server to the organization.

Strengths:

I did Masters and Bachelor both in English. I am an energetic, dynamic and of pleasant personality, young person having ability, responsibility and skill to work on own in all atmospheres.

Education:

◆ Masters of Arts (English), National University

Subject : English
Result : CGPA 2.63 (Out of 4.00)
Institution : Brindaban Gov't College
Year : 2014 (Held in 2017)

◆ Bachelor of Arts (Hon's), National University

Subject : English
Result : CGPA 2.43 (Out of 4.00)
Institution : Brindaban Gov't College
Year : 2013 (Held in 2015)

◆ Higher Secondary School Certificate

Authority : Madrasha Board
Institution : Itakhola Alia Madrasha
Group : Humanities
Year : 2009
Result : GPA 3.67 (Out of 5.00)

◆ **Secondary School Certificate**

Authority	:	Madrasha Board
Institution	:	Itakhola Alia Madrasha
Group	:	Humanities
Year	:	2007
Result	:	GPA 3.50 (Out of 5.00)

Career Achievement:

1. Worked as an Accounts Officer at Sharif Store, GrameenPhone Ltd. Habiganj since 01/02/2012 to 30/03/2013.

Major Responsibilities:

- ▶ Recommends financial actions by analyzing accounting options.
- ▶ Summarizes current financial status by collecting information, preparing balance sheet, profit & loss statement, & other reports.
- ▶ Substantiates financial transaction by auditing documents.

2. Worked as an Administrative Officer at Saiham Textile Ltd., Noyapara, Habiganj since 01/01/2009 to 30/11/2010).

Major Responsibilities:

- ▶ Prepare regular reports on expenses and office budgets.
- ▶ Maintain and update company databases.
- ▶ Organize a filing system for important and confidential company documents.
- ▶ Update office policies as needed.
- ▶ Maintain a company calendar and schedule appointments.

3. English teacher of Shahjanpur High School, Madhobpur, Habiganj since 01/02/2017 to going on.

Major Responsibilities:

► Create lesson plans and teach those plans to the entire class, individually to students or in small groups, track student progress and present the information to parents, create tests, create and reinforce classroom rules, work with school administration prepare students for standardized tests, and manage students outside the classroom, such as in school hallways, detention, etc.

Computer Skills: Ms Office, Ms Excel, PowerPoint.

Language:

Mother Language : Bengali: Good command in speaking, reading and writing.

Foreign Language : English: Good command in speaking, reading and writing.

Personal Details:

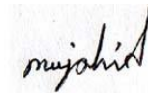
Full name	: Md Mujahid
Father's Name	: Md Siddiqur Rahman
Mother's Name	: Anwara Begum
Date of Birth	: 10 August 1991
Nationality	: Bangladeshi By Birth
Height	: 5' – 4"
Marital Status	: Single
Blood Group	: B ^{+ve}
Permanent Address	: As Above.

References:

Certification:

'I certify that all information stated in this CV is true and completed to the best of my knowledge and belief.'

Date:


Signature: