

Last Updated : **July 28, 2018**

MD. SAIDUR RAHMAN

Address: Vill# Sonupara, P.O# Kamal Bazar, P.S# Dakshinsurma, Dist# Sylhet.

Home Phone: 01775285462

Mobile : 01736362246

email:saidur01736@gmail.com, saidur01736@live.com



Career Objective:

To build upon and enhance my professional skills in a reputed and dynamic organization that gives me the opportunity to evolve in a professional manner. I will be very much energetic to meet up the target of your corporation.

Career Summary:

Motivated,friendly,skilled bartender,energetic dependable Student with academic 2 years experience in Teaching, It, Marketing currently, seeking an opportunity for making myself as a prepared person for the next challenging world that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continued growth and advancement with ability to sustain a personal and professional relationship with student/Clients.

Special Qualification:

Able to prepare any type of document with Ms Word, Ms Excel.

Able to prepare any type of slide with MS Power Point.

Having expert knowledge on Internet related sites.

Makes any kind of website by using Joomla, Word press, HTML.

Employment History:

Total Year of Experience : 1.7 Year(s)

1. Counselor (January 7, 2018 - Continuing)

ITS-I

Company Location : Khoiron Bhubon (3rd floor) Mirboxtulla Sylhet

Department: Education/Training

Duties/Responsibilities:

Counseling Students

Organize the documents and send to respective universities

Visa Lodgment and all related works

Assist students for their whole admissions procedure

Remain regularly updated with latest information

Applicant must be updated with all new changes for UK/Canada student visa and should also have enough experience to lodge the entire application.

UK / Canada specialization will be regarded as an added advantage

2. Part- Time Teacher (February 1, 2017 - November 10, 2017)

Lakkibasa Lakkibasha Govt. Primary School, Sylhet**Duties/Responsibilities:**

To coordinate between the Head of Academics and In-charges, assist all the In-charge, teachers Admin staff on the content/ curriculum modules, their usage, applicability and also the other duties as the position requires

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Computer science & Engineering	B.Sc	Sylhet International University, Sylhet.	CGPA:2.56 out of 4	2017	4	Good Knowledge
HSC	Science	Sunamganj Govt.College, Sunamganj	CGPA:3.2 out of 5	2012	2	-
SSC	Science	Hazi Lal Mahmud High School	CGPA:3.88 out of 5	2008	2	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate in national skill standerd basic course examination	microsoft office application	Creative computer Technology Sunamganj	Bangladesh	Sunamganj	2017	3 Month

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : Education/Training, IT/Telecommunication, Data Entry/Computer Operator
Preferred District : Sunamganj, Sylhet
Preferred Country : United States
Preferred Organization : Telecommunication, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body
Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">TeachingComputer Engineeringcounselor	English, General math, Physics, Chemistry & other academic related subjects. Microsoft office tools, Computer Organization & Operating System. Customer Service in market materials Development.

Extra Curricular Activities:

Strong interpersonal communication skills. Hard working with responsibility. Capable to work in a team with co-operative & friendly

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
hindi	Low	Low	Medium
bangla	High	High	High

Personal Details :

Father"s Name : Md. Shofique Mia
Mother"s Name : Mst. Asia Begum
Date of Birth : November 11, 1992
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill# Boroghat, P.O# Gourarong, P.S# Sunamganj, Dist# Sunamganj
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Shofique Miah	Md. Munazzir Hussain Sujon
Organization	: Mr/s Lupa Traders	Institution of Teaching & Service for Immigration
Designation	: Director	CEO (Its-I Sylhet)
Address	: Boroghat Gourarong Sunamganj Sadar Sunamganj.	Khoiron Bhubon(3rd Floor) Mirboxtulla Sylhet
Phone (Off.)	:	722010
Phone (Res.)	:	
Mobile	: 01775285462	01712121910
EMail	:	sujonsunam@gmail.com
Relation	: Family Friend	Professional
