

Last Updated : **July 13, 2018****NAIM AHMED**

Address: 14/6 (3rd Floor) Tarek Bhila, Munshi Bari Road, Dhanmondi-4/A, JIGATOLA, Dhaka-1209
 Mobile : +8801718182936
 email:Naimahmed111@hotmail.com, Naimisking@gmail.com

**Career Objective:**

I believe myself to be an enthusiastic and energetic person who can work hard and cope with any stressful situation. I believe that I will be able to overcome all the obstacles that I face to achieve my goal.

Career Summary:

I worked as an intern in the Bangladesh Legal Aid and Services Trust (BLAST), Sylhet for three months. My responsibilities were to collect all the complaints which BLAST deals, make correction of legal provisions of those complaints and import those data to BLAST database. I participated in mediation with mediator team as I am very good at conflicts resolution and understanding client emotions.

Special Qualification:

Expert on basic computer hardware and software troubleshooting, networking, graphic design and Microsoft Office. Typing speed English 53 words and Bangla 40 words in a minute.

Employment History:

Total Year of Experience : 0.2 Year(s)

1. **Internship (June 12, 2013 - August 12, 2013)**

Bangladesh Legal Aid Services(BLAST), Sylhet

Company Location : Sylhet

Department: CMS

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in International Relations	International Relations	University of Dhaka	CGPA:3.28 out of 4	2018	2016-2017
LL.M	Law	Leading University, Sylhet	CGPA:3.71 out of 4	2016	2015-2016
LL.B	Law	Leading University, Sylhet	CGPA:3.04 out of 4	2015	2011-2015
HSC	Humanity	Sylhet Gov't College, Sylhet	CGPA:3.6 out of 5	2010	2008-2010
SSC	Humanity	Shahjalal Jamia Islamia School & College, Sylhet	CGPA:3.5 out of 5	2008	2007-2008

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : NGO/Development, Research/Consultancy, Law/Legal, Mechanic/Technician, Driver
 Preferred District : Sylhet
 Preferred Organization Types : Banks, Telecommunication, University, College, Training Institutes, NGO, Development Agency, Law Firm, Call Center, Mobile Accessories, Cellular Phone Operator, Technical Infrastructure

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • MS Word/ Excel/ PowerPoint/ OneNote • Mediation • Decision making • Ability to work under pressure • Presentation • Strong verbal communication • Research skills • Powerful Negotiator • Computer troubleshooting • Driving 	<p>â Excellent communication skills learned while interacting with clients and delivering presentations.</p> <p>â While practicing as an apprentice lawyer, I learned to work under pressure by working in two shifts a day</p> <p>â Learned to work in a team while drafting legal documents under my supervisor.</p> <p>â Experience on financial management while overseeing family business.</p> <p>â Highly critical thinker with effective researching skills developed through academic research.</p> <p>â Powerful negotiator</p> <p>â Excellent communication skills, developed through experience in [apprentice lawyer, retail, customer service, etc.]</p> <p>â Exceptional leadership skills developed through work experience in [club, court, tutoring, student mentor/leader, etc.]</p> <p>â Driving</p>

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Shohid Ahmed Lala
 Mother"s Name : Afia Begum
 Date of Birth : September 6, 1990
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- Sheakpur, P.O- Mirgonjbazar-3162, P.S- Golapgonj, District- Sylhet
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Professor Ehsanul Haque	Nawsher Ahmed Sikder
Organization	: University of Dhaka	University of Dhaka
Designation	: Acting Head Department of International Relations	Senior Assistant Chief of ERD
Address	Social Science faculty building, : Department of International Relations, University of Dhaka.	Ministry of Finance, Government of the people's Republic of Bangladesh, Sher-e-Bangla Nagar, Dhaka-1207
Phone (Off.)	: +88029180803	
Phone (Res.)	:	
Mobile	: +8801715622891	+8801712268402
EMail	: nawsher.erd@gmail.com	nawsher.erd@gmail.com
Relation	: Academic	Family Friend
