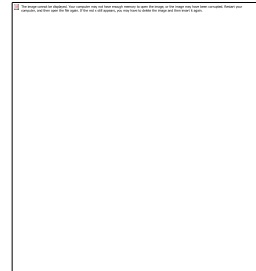


Applied For: **Wordpress Developer**

Last Updated : **December 10, 2017**

SHAHNEWAZ AHMED

Address: C/O-Late-Sabbir ahmed suhel,Moddhyo bazar,sunamganj,sylhet.
Home Phone: 01712320040
Mobile : 01710446537
email:lalonnewaz3784@gmail.com



Career Objective:

To seek challenging job in a competitive environment where my knowledge and ability can be utilized to yield the maximum benefit to the organization as well as myself and want to work as a dedicated, devoted, dynamic and energetic employee.

Employment History:

Total Year of Experience : 2.7 Year(s)

1. Sr.Officer (Admin) (March 4, 2016 - Continuing)

Jamuna Industrial Park

Company Location : Bejura, Madhabpur, Habiganj.

Department: Department of Administration

Duties/Responsibilities:

Hold discussions with other management staff to resolve various administrative and personnel issues at Jamuna Industrial Park

Assist HR Manager for providing day to day administrative support.

Undertake routine visits through the whole factory site to ensure and monitor safe work practices, good housekeeping and maintenance of hygiene.

Carryout necessary paper works in the office for record keeping, correspondences and forward HR and administration planning. Maintain contact with Head office, Govt. office & vendors, visit and solve factory related issues with various Govt. and private agencies on an on-going basis.

Monitor security of the company premises.

Arrange and ensure health & safety workshop, seminar by Health & Safety committee for the awareness of the workers.

Monitor security supervisors, cleaning service personnel work activities time to time.

Organize fire detection, fire alarms, fire protection, emergency response equipment are ready and arrange monthly fire drill activities and arrange fire/ emergency response training to all workers and staffs.

Ensure all overhead water tanks and safety tanks are cleaned properly.

Ensure schedule and break down maintenance of company covered van, micro bus and forklifts on time.

Ensure daily functional activities of the department by giving proper support and any other tasks as assigned by superior.

2. Exicutive (November 1, 2015 - August 31, 2016)

Drik ICT Ltd.

Company Location : House #7(4th &5th Floor,Road#13(New),Dhanmondi,Dhaka-1209

Department: Marketing & Sales (Communication Division)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.S.S	Economics	National University	Second Class	2012	1 Years
B.S.S	Economics	National University	Second Class, Marks :56%	2011	4 years
HSC	Huminities	Sunamganj Govt. College, Sunamganj	CGPA:3.81 out of 5	2007	2 years
SSC	Huminities	Govt. Jubilee High School,Sunamganj	CGPA:4.06 out of 5	2005	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate in computer science & applications		World Information Technology Foundation,Bangladesh Govt. Approved	Bangladesh	Sunamganj Branch	2014	6 Month

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: General Management/Admin, Research/Consultancy, HR/Org. Development, Other Special Skilled Jobs
Preferred District	: Dhaka, Habiganj, Sunamganj, Sylhet
Preferred Organization Types	: Advertising Ageny, BPO/ Data Entry Firm, Cultural Centre

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Administration	Enthusiastic in all kinds of Administrative work & hold a good communication for being a team worker in any kind of situation .

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium

Personal Details :

Father's Name	: Sabbir Ahmed Suhel
Mother's Name	: Sahanaz Ahmed
Date of Birth	: August 11, 1989
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi

Religion : Islam
Permanent Address : Moddhyo Bazar,Sunamganj,Sylhet
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Jesmin Ara begum	Samsunnahar begum (Sahana Rabbani)
Organization	: Nari o Shishu Nirjaton Tribunal -1	Bangladesh Parliament (Sunamganj - Moulvibazar)
Designation	: Judge	MP-329(m-29)
Address	: Comilla Judge Court	Build-3,Flat-601,Sher-E-Bangla Nagar,Dhaka
Phone (Off.)	: +88 01719 045728	
Phone (Res.)	:	
Mobile	: +88 01719 045728	01712593044
EMail	:	
Relation	: Relative	Relative