**Mohammad Nazim Uddin Jewel**

Mobile: +88 01850083135,01636869501

E-mail: nazimjewel2012@gmail.com, nazim2jewel@gmail.com.

Blood Group: B+(Positive)

**Mailing Address**: JB Manson, 1st floor, Abdul Latif Hat,18no word, Chittagong.

**Career Objective:**I am an experienced social media manager also social development worker through financial stability seeking a full-time position in the field of social development and Humanitarian Crisis where I can apply my knowledge and skills for continuous improvement.

**Core Proficiencies:**

● Team Development ● Employee Relations ● Computers operating ● Public Participatory management

**Area of Interest:**

a. Social development humanitarian Crisis c. Philanthropy Organization d. NGO e. case study f. Research project management public Relation

**Personal Attributes:**

● Time Management • Hard worker ● Emotional Stability Goal Oriented ● Contact Management ● Self-Motivation • Quick learner ● Accountability

● Commitment • Self-directed • Work well under pressure

• Polite & respectful manners

**Personal info:**

**Name**: Mohammad Nazim Uddin Jewel

**Fathers Name**: Sahab Uddin

**Mothers Name**: Monu Ara Begum

**Nationality:** Bangladeshi

**Religion:** Islam

**Marital Status**: Married

**Date of Birth: 03/01/1990**

**Present Address**: House: -JBManson,1st Floor, Ward No: -18 no ward, Est Bakhalia,P/S: -Bakhalia, District: -Chittagong

**Parment Address**: Villa: -Suplapur-01, P/O: - Suplapur-4710, P/S: -Maheshkhali, District: -Cox’s Bazar.

**Job Experiences:**

**Position: Assistant Teacher-Social Science & English (part time)**

**Institution: Moneria Bahrul Olom Dhakil Madrasah**

**Address:** 3no word, 4no Korushkol, Cox’s Bazar.

**Duration**: 05February 2021 to till now

**Position: Assistant Program Officer.**

**Organization:** Artolution

**Address:** World beach hotel 6th floor.

**Duration**:03 February 2020 to 31 January 2021

**Core Responsibility**

**1**.Provide technical support and delegate responsibilities to project/ program support.

**2**.Compile reports and Share updated report on weekly and monthly.

**3**.Ensure field visit in regular basis

**4**.Activity/Task plans based on project requirement.

**5**.Training and meeting organize within the team members.

**6**.Overall management of project team activities at host community and camp.

**Position: Assistant Account officer**

**Company:** Prime Islami Life insurance

**Address:** Ajmal Arket,2nd floor, Agra bad Chittagong.

**Duration: 18** April 2013to 02 February 2020

**Core Responsibility:**

Policy making through financial management

Filed management with micro finance

Maintaining Public Relation with Clint and deposit holder

Communicate and convince the interested People Land View, Gulshan2, and Dhaka121

**Position: Assistant Teacher (English, General math and social science Class seven -Class Ten)**

**Institution: Chittagong pre cadet school & college.**

**Address:** 18 no ward, East Bhakalia, Chittagong.

**Duration: 1st January** 2011 to 02 March 2013

**Other experiences:**

* **Position: social case /Data entry**

**Company:** Rural Development Project

**Duration: 12 January 2013 -28 march 2013**

**Address: Bakhalia, Chittagong**

* **Position: Case worker**

**Company:** Bangladesh statistics bureau

**Address:**18 no Ward, East bakhalia, Chittagong

**Duration:** Three days

**Quantity of Case: 200+**   
**Academic qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Major** | **Result** | **Institute/Board** | **Passing Year** | **Duration** |
| **MSS** | **Social Science** | **2nd Class** | **Chittagong College Under NU** | **2013** | **1 Year** |
| **BSS(Hons)** | **Social Science** | **2nd Class** | **Chittagong College Under NU** | **2012** | **4 Years** |
| **HSC** | **Humanities** | **4.20** | **Chittagong Board** | **2008** | **2 years** |
| **SSC** | **Business studies** | **3.81** | **Chittagong Board** | **2006** | **2 years** |

**Training:**   
Programmer title: Massage development workshop  
Organization: Bangladesh center for communication program.  
Duration: 2 Days  
Location: Hotel Media, Cox’s bazar  
**Software Skills:**

**Computer Skills:** MS Office, Internet, Email & also able to type in **English** with the speed of **25-30 WPM** (95% accuracy) Windows Movie Maker, WordPress,

**Extra-Curricular Activities:**

I love games and sports and traveling.

I was participated in many programs and events.

**Language proficiency:**

**Bengali**: Native proficiency

**Rohingya Native:** Fluently

**English**: Professional working proficiency

**References:**

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| --- | --- |
| **Name: A.S. M. Suza Uddin**  **Designation: Country Manager**  **Organization: Artolution**  **Gmail: suzauddinbd@gml.com**  **Contact:01648347916**  **Relation: Professional** | **Name: M A Motin**  **Designation: DMD**  **Organization: prime Islami life Insurance**  **Mobile 01718501930**  **Relation: professional** |

**Declaration & Authenticity:**

I Hereby Declare that the Information furnished above in true the best of my Knowledge. I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you about this position and how my experience could help to achieve its goals.

Sincerely yours,



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**Mohammad Nazim Uddin Jewel**