

Tarek Monowar

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Career Objective	Dedicated and results-driven professional seeking a Management Trainee Officer (MTO) position to leverage academic achievements, interpersonal skills, and a strong work ethic to contribute to the growth and success of the organization . As an MTO, I aim to gain valuable hands-on experience and further develop my leadership and management abilities.
Profile summary	<ul style="list-style-type: none">❖ Student of Bachelor of Business Administration (Finance) in Daffodil International University, Dhaka❖ Working as an Undergraduate Teaching Assistant (UTA) at Daffodil International University, Dhaka❖ Recognized by peers as an honest, reliable and hard-working teammate.❖ Possess effective communication and interpersonal skills.❖ Proficient in MS PowerPoint, MS Word, MS Excel,❖ Keen interest in sports, extra-curricular activities and leadership.
Education	<p>Bachelor of Business Administration -2023 Daffodil International University Major: Finance CGPA 3.78 on a scale of 4.0</p> <p>Higher Secondary Certificate -2018 GPA: 4.08, Group: Science Government Shah Sultan College, Bogura</p> <p>Secondary School Certificate (Dakhil) -2016 GPA: 4.61, Group: Science Domonpukur Aminia Kamil Madrasah. Bogura.</p>
Teaching Assistant Experience	<p>Undergraduate Teaching Assistant (UTA) Daffodil International University, March 2023 - Now</p> <ul style="list-style-type: none">❖ Assisted Professor Dr. Md Abul Hossain in the Accounting and Finance courses.❖ Classroom Management: Effectively maintained discipline and order in classrooms, creating a positive learning environment conducive to student success.❖ Curriculum Development: Designed and implemented engaging lesson plans and activities, ensuring alignment with educational objectives and student needs.❖ Conducted weekly review sessions to clarify course materials and answer student questions.❖ Provided individualized support to students during office hours, resulting in an improved understanding of course concepts.❖ Graded assignments and exams, offering constructive feedback to students.

Co – Curricular Activities	<ul style="list-style-type: none"> ❖ DIU FINANCE CLUB: Active Member of the organizing team. ❖ Participated days long Basic Online Training on Microsoft Office & Google Applications, organized by CDC and SKILL JOBS ❖ Attended International Business Quiz Competition “BrainQuest2.0” organized by BIMTECH at Delhi, India ❖ Participated in different competitions in School, College and University. ❖ Attended various monthly training PPD as a TAF Fellow organized by HRDI, DIU ❖ Attended National HR summit at ICR, DIU organized by CDC, DIU
Key Skills	<ul style="list-style-type: none"> ❖ Good verbal and written communication skills: Capable of influencing people through different levels of communication skills. Fluent in both spoken and written Bengali and English languages. ❖ Adequate computer literacy: Ability to work fluently in applications like MS Word, MS Excel, Power Point, Internet etc. ❖ Problem-Solving: Strong analytical abilities, adept at identifying issues and implementing creative solutions. ❖ Teamwork: Proven track record of working collaboratively in diverse teams to achieve common goals. ❖ Adaptability: Quickly adapt to changing environments and embrace new challenges with a positive attitude. ❖ Time Management: Effective time management skills, consistently meeting deadlines and prioritizing tasks efficiently. ❖ Leadership: Demonstrated leadership abilities, guiding teams to success through clear direction and inspiration.
Interest	<ul style="list-style-type: none"> ❖ Watching movies and sports, traveling, playing football, leaning new things etc

REFERENCES

1. Professor Dr. Md. Abul Hossain

Professor of Accounting and Head
Department Of Business Studies
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2. Mr. Md. Kamruzzaman

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