

Resume of

DELOWER HOSSAIN MANIK

643/1, West Kazipara.

Mirpur, Dhaka-1216

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CAREER OBJECTIVE

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies. Interested to work in an environment where there is an opportunity of self-assessment and improvement in both individual and group-based jobs that facing various challenges and seeking a position where I can apply my potentials & expertise, which will provide me career advancement opportunity.

JOB EXPERIENCE

- 1) Job title : PS to Managing Director
Company : *Givensee Group of Industries Ltd.*
(Export Oriented Garments Manufacturer)
Uttara, Dhaka
Duration : November'2017 to August' 2019
- 2) Job title : PS to Chairman & Managing Director
Company : *PROME Group Ltd.*
(Sister Concern of Prome Agro Food Ltd)
Moinartek, Abdullahpur, Dhaka
Duration : March'2016 to October'2017
- 3) Job title : PS to Chairman
Company : *HAMS Group Limited.*
(Export Oriented Garments Manufacturer)
Niketon, Gulshan, Dhaka.
Duration : August'2010 to February'2016

ACADEMIC QUALIFICATION

- *Secondary School Certificate (S.S.C)*
Institution : Agrabad Govt Colony High School.
Subject : Science.
Year : 2001
Education Board : Chittagong.
Achievement : GPA 2.13
- *Diploma in Audio & Visual Engineering.*
Institution : SAE International Technology Collage (Singapore)
Approved by : Middlesex University, UK.
Passing Year : 2004
Achievement : A+

- *Bachelor of Arts (Hons)*
 Subject : Public Relation & Media Communication
 Institution : Middlesex University, UK.
 Passing Year : 2007
 Achievement : Upper Second Class.
- *Masters of Social Studies (MSS)*
 Subject : Public Administration
 Institution : Middlesex University, UK.
 Passing Year : 2009
 Achievement : Second Class.

IT & PROFESSIONAL SKILL DEVELOPMENT COURSE

- *Diploma in Information & Communication Technology (ICT).*
 Institution : TMC Academy (Singapore)
 Duration : 1 Year
 Certified by : Cambridge International Examination.
 Year : 2003
- *Basic Course in Public Relation & Communication Management.*
 Institution : TMC Academy (Singapore)
 Duration : 6 Months
 Certified by : Cambridge International Examination.
 Year : 2004
- *Basic Course in Media Communication & Management.*
 Institution : TMC Academy (Singapore)
 Duration : 6 Months
 Certified by : Cambridge International Examination.
 Year : 2004
- *Certificate course in Office Application & Hardware Maintenances.*
 Institution : Institute of Computer Studies (ICS)
 Duration : 6 Months
 Certified by : Ministry of Education (NATRAMS), Bangladesh.
 Year : 2001

Also, strong knowledge with Graphics Application Such as: Adobe Photoshop, Adobe Illustrator and Professional Video Editing & Broadcasting Application Such As: Adobe Premier PRO, Canopus Edius Pro, Pinnacle Pro. Install & Maintenances Expert with Mail Server, Communication Server, Microsoft Exchange Server, File Server. Communication & Media Server and Also Advance Operation Knowledge with Internet Browsing, E-mail Software, Skype & On-line Video Conferences, Hardware maintenance.

PERSONAL INFORMATION

Father Name : Abu Ayub.
Mother Name : Nazma Begum
Date of Birth : 2nd May, 1985
Nationality : Bangladeshi
National ID No : 191 277 9384
Passport No : AE2377663
Religion : Islam.
Marital Status : Married.
Sex : Male
Height : 6'-1"
Blood Group : O+ ve
Permanent Address : Vill: Boroya, P.O: Enayet Nagar,
P.S: Dagonbhuiyan, Dist : Feni.
Present Address : 24/A, Skylark Point (7th Floor)
Bijoynagar, Kakrail, Dhaka-1000

LANGUAGE EFFICIENCY

As a second language, I have good proficiency over both written & spoken English.

PERSONAL ATTRIBUTES

Willing to learn and work under pressure and having team spirit, Enthusiastic Self-Confident and optimistic, Resourceful person, Responsible and knowing how to priorities my work, always willing to take new challenges.



Delower Hossain Manik