



Homaiyun Ahmed

Trainer
Computer Operation
NSDA L-3, BMET L-3

CONTACT

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PROFESSIONAL SKILLS

- **Strong Communication Skills-** Able to communicate clearly and professionally in both written and verbal formats
- **Computer Proficiency-** Skilled in Microsoft Office Suite (Word, Excel, PowerPoint), Email handling and basic troubleshooting.
- **Teamwork & Collaboration-** Able to work effectively in a team environment and coordinate with different departments.
- **Time Management-** Capable of managing multiple tasks efficiently and meeting deadlines
- **Leadership Skills** – Experience in leading small teams and managing daily operations effectively.
- **Data Entry & Documentation-** Accurate and data entry.

CAREER OBJECTIVE

To obtain a responsible and challenging position as an Officer in a reputed organization where I can utilize my skills, experience, and dedication to contribute to the company's success while enhancing my own professional growth. I am committed to delivering high-quality work, maintaining integrity, and becoming a valuable asset to the organization.

PROFESSIONAL EXPERIENCE

- **Organization:** ISEC Project of UNDP
Position- Trainer (Sep 2025 – Continuing).
Salary- 25000
- **Organization:** Kapasia Skill Development Institute.
Position- Lead Trainer (May 2025 – July 2025) .
Trade: Basic Computer Operation
- **Organization:** Himu Art & Research Center.
Position- Liaison and Marketing Officer (May 2018-Oct 2024)
- **Organization:** Himu Art & Research Center
Position- Multimedia Supporter (Feb 2017 – April 2018)
- **Organization-** Rong Pencil Art Academe
Position- Teacher (March 2016 – Feb 2017)

PERSONAL DETAILS

Father Name	: Abul Kader
Mother's Name	: Piara Khanam
Date of Birth	: 20-03-2025
Nationality	: Bangladeshi
Religion	: Islam
Sex	: Male
Blood Group	: O+ (Positive)
Height	: 5.3 ft
Weight	: 62 kg
Marital Status	: Unmarried
Present Address	: Teknaf,CoxBazar
Permanent Address	: Borme,Sreepur,Gazipur

TRAINING

- ❖ **Organizer** – National Skill Development Authority (Under the Prime Minister's Office)
Duration: 3 months (Oct 2024 – Dec 2024)
Result: Competent
Sector: Level 3 in CO
- ❖ **Organizer** – Ministry of Expatriates Welfare and Overseas Employment
Duration: 3 months (Feb 2025 – April 2025)
Sector: Basic Computer
Result: Competent

ACHIVEMENT

- 1ST Place, Important Speech, Organized by University Student Association (USA), 2012
- 3rd Place, Recitation, Organized by University Student Association (USA), 2012.
- 1st Place, Annual Exam, Organized by SEQAEP Project, Ministry of Education.

VOLUNTARY WORK

- Former General Secretary of University Students Association (USA), Central Executive Committee.
- Former President, University Student Association (USA), Jatiya Kabi Kazi Nazrul Islam University.
- Former President, Gazipur Association, JKKNIU.

EDUCATION

- B.Ed.
▪ 2023-23
▪ Awaiting Result
▪ Mymensingh Govt. Teachers Training College
- Masters of Fine Arts
▪ 2021-22
▪ First Class
▪ Jatiya Kabi Kazi Nazrul Islam University
- Bachelor of Fine Arts
▪ 2015-16
▪ Second Class
▪ Jatiya Kabi Kazi Nazrul Islam University
- Higher Secondary School
▪ 2014
▪ GPA- 4.00
▪ MEH Arif College
- Secondary School Certificate
▪ 2012
▪ GPA- 4.00
▪ Whitepara KHK High School

DECLARATION

I honorable declare that the above mentioned information submitted by me is flawless to the best of my knowledge. I have not concealed any fact/information



Signature