



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-** Abled 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, Recition, Organized by University Student Association (USA), 2012.

1st Place, Annual Exam, Organized by SEQAE 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, JKNU.

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

▪ Vhitepara 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