

M. Nazmul Hasan (Ratul)



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Tetultola Road (North Badda), Dhaka-1212

■ Career Summary

- Employee Of the Month December 2019 (Rahman's Chambers)
- Former Organizing Secretary (Govt.Titumir College English Language Club)
- Faculty Coordinator (English Olympiad)
- Former Vice President (Government Titumir College Football Club and Patuakhali Students Association)
- Having Certificate From BYLC on Public Speaking.
- Former Office Secretary BADHAN Titumir College Unit.

■ Work Experience

Assistant Teacher

Jan 22 - Dec 22

Angkur Sishu Shikhalay

- Explain daily lessons clearly to students.
- Give extra attention to weak students.
- Note and track attentive and inattentive students.
- Encourage and motivate inattentive students to focus.
- Teach with care and discipline and check homework daily.

Rahman's Chambers

- Prepared and sent accurate invoices to clients by email and by hand.
- Collected and recorded payment due dates and sent timely email reminders.
- Kept clear billing records and updated payment status regularly.
- Followed up with clients on overdue payments and coordinated with accounts.
- Sealed, stamped, and filed documents to keep paperwork organized.

Educational History

Honors/Equivalent

Dec 23

University of Dhaka | Bengali Language And Literature

H.S.C./Equivalent

Jun 18

Ponahura Islamia Nesaria Fazil Madrasha | Humanities

S.S.C./Equivalent

Apr 16

Ponahura Islamia Nesaria Fazil Madrasha | Humanities

Course & Certificate

Communication

Bangladesh Youth Leadership Center

Spoken English

Government Titumir College English

Language Club (GTC-ELC)

Skills & Expertise

Interpersonal Skill

Organization



al

Teamwork



Extra Curricular Activities

Organizing Secretary

Apr 22 - Apr 23

Government Titumir College English Language Club

- Organized and planned club events and programs.
- Contacted and coordinated with other college clubs and guest speakers.
- Led weekly English debates and set the schedules.
- Managed member communication and event logistics.
- Encouraged participation and helped members improve their English.

■ Hobbies & Interest

Photography

Playing Sports

Reading

Writing

■ Language

English



Hindi



Bengali



■ Reference

Arefur Rahman Shahin

Paralegal Manager

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