

Md. Noor Alam Khan

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Career Objective: To pursue a challenging career and be part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

WORK EXPERIENSE

Orion Group

Job Title: Admin Jr. Officer

11th October 2013 to 07th April 2016

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- Arranging both internal and external events
- Keeping stock of office supplies and place orders when necessary

Reporting To: Admin Manager-Department of Administration

Dream Builders Ltd.

Job Title: Project Manager

1st March 2011 to 10th October 2013

- Ensuring that equipment is available throughout the building project
- Making sure that the project is completed within a financial budget
- Dealing with matters arising from stakeholders such as environmental and local community issues
- Undertaking site checks to monitor progress
- Making daily tasks lists and delegating responsibility

Reporting To: Managing Director- Dream Builders Ltd.

ACADEMIC BACKGROUND

| DEGREE | MAJOR | INSTITUTION | YEAR | RESULT |
|---|---------------------------|---|------|--------|
| Bachelor of Business Administration (BBA) | Human Resource Management | Darul Ihsan University | 2012 | 3.66 |
| Higher Secondary Certificate (HSC) | Business Studies | Dhaka Bigyan College | 2007 | 3.70 |
| Secondary School Certificate (SSC) | Business Studies | Motijheel Model High School and College | 2005 | 3.31 |

ACHIVEMENT

- Awarded Scholarship at **Birmingham International College in United Kingdom** 2008

TRAINING & EXTRA CURICULLER ACTIVITIES

- Diploma in Computer Science & ICT** at Institute of ICT under **SIT- Foundation** 2008
- International English Language Testing System (**IELTS**) – **Score: 5.5** 2008
- Member at Rotary Club-** Malibagh Branch 2007
- Fundamental, MS Windows, Maintenance CPU** at National Youth & Technical Training Center affiliated by Bangladesh Technical Education Board 2005

SKILLS

Communication

- Being capable in speaking, listening clearly to individuals and groups
- Fluently spoken, writing and listening in Bengali and English

Planning & Organizing

- Ability to allocate and coordinate tasks for team members.
- Ability to lead team members to achieve the targeted goal

Computer:

- Proficiency in using Microsoft Office (Word, PowerPoint & Excel)
- Graphics Designing (Adobe Photoshop)

REFERENCES

Md. Arifur Rahman

Assistant Manager, Sales & Marketing
Paramount Textile Limited
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Obydul Hassan Tarif

Managing Director
Dream Builders Ltd.
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