

RESUME
Of
Monirul Alam



Contact Information:

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Road,
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CAREER OBJECTIVES

To help myself, the organization and therefore the nation by utilizing my education, knowledge, skills, time and energy.

EDUCATIONAL QUALIFICATION

Bachelor in Social Science (BSS)

- ▶ Institution : University of Liberal Arts Bangladesh (ULAB)
- ▶ Department : Media Studies & Journalism
- ▶ Duration : 4 years
- ▶ Major : Public Relation
- ▶ Minor : Business Administration
- ▶ Result : **2.83 (out of scale 4.0)**

Higher Secondary Certificate (HSC)

- ▶ Institution : Dhaka City College
- ▶ Group : Commerce
- ▶ Year of Passing : 2013
- ▶ Result : **4.70 (out of scale 5.00)**
- ▶ Board : Dhaka Education Board

Secondary School Certificate (SSC)

- ▶ Institution : Ideal School and College
- ▶ Group : Commerce
- ▶ Year of Passing : 2011
- ▶ Result : **5.0 (out of scale 5.00)**
- ▶ Board : Dhaka Education Board

WORK EXPERIENCE

▶ *Customer Service Executive at PAKIZA AUTO.*

Job Description and Responsibilities :

- It is an automobile car showroom and service centre, located and mugda bisshyroad.
- I have worked in this company for one year in 2019
- My job was to handle customer problems and concerns and solve them according to my organization rules and regulations.
- Keeping records of works and services.

▶ *Internship at The Daily Naya Diganta*

Job Description and Responsibilities :

- I did my internship during my last semester at The Daily Naya Diganta for four months.(September to December 2018)
- I was assigned to edit news, photos and uploading it to online use portal.
- I also covered one or two events and made a news story for my learning experience.

▶ *Customer Care Executive at Genex infosys limited*

Job Description and Responsibilities:

- I worked at Genex, which is a customer experience management centre, handles third party organizations customer support.
- I worked at genex for three months while I was an university student in 2017.
- My job was to listen to customer problems and help them with what they need.

▶ *Data Entry Operator at National Security Intelligence*

- I did a contractual job here as a data entry operator back in 2013, which one an Two month long project.

▶ *I also have some photography and videography and editing Experience. I create videos for social media for recreational purpose.*

▶ *Expert level motorcycle driving skill. (I have won a couple of trophies here and there in motorcycle competitive sports)*

LANGUAGE AND COMMUNICATION EFFICIENCY

Good command over reading, writing, listening and speaking in both English & Bengali.

Software Skills

Softwares that I am good at :

- ▶ Ms word
- ▶ Ms powerpoint
- ▶ Ms excel
- ▶ Internet Browsing & Researching.
- ▶ Adobe Photoshop and Lightroom.
- ▶ Video Editing.
- ▶ Also good skill in photography, videography.
- ▶ Also I have a Good typing speed in both English & Bengali.

INTRAPERSONAL AND INTERPERSONAL STRENGTH

- ▶ Capable of working in a stressful situation.
- ▶ Cope up with deadlines.
- ▶ Good sense of social responsibility.
- ▶ Dynamic, extrovert, and resourceful.
- ▶ Leadership and Commanding capability.
- ▶ Communicative, friendly, positive thinking attitude.
- ▶ Keeping my cool.

HOBBIES AND EXTRA CURRICULER ACTIVITES

- ▶ Any kind of risky Adventure activities.
- ▶ Motorcycle driving
- ▶ Playing guiter
- ▶ Swimming
- ▶ Workout and running
- ▶ Traveling
- ▶ Music, Movies, Books and Coffee.
- ▶ Photography and videography.

PERSONAL DETAILS

Name	:	Monirul Alam
Father's Name	:	Md. Shahidul Alam Bhuiyan
Mother's Name	:	Ferdous Ara Begum
Permanent Address	:	27/A, jassim uddin road, kamalapur, dhaka
Date of Birth	:	5 th December, 1996
Marital Status	:	Single
Sex	:	Male
Religion	:	Muslim
Nationality	:	Bangladeshi
Home District	:	Feni

Declaration of Authenticity

I declare hereby that all information I have presented so far are true to my knowledge. If required and where applicable, this document can be supported by authentic certificates\papers.