**Md. Jahedul Islam Mridha**



**Present Address:**

Road# S-4, House# L-60 Block# L, Eastern Housing

Pallabi(2nd Phase,) DHAKA 1216

**Permanent Address:**

P.H:505, Bonpara Pourashava, Natore

Mobile: 01780964334

Email: [jahidslash1@gmail.com](mailto:jahidslash1@gmail.com)

CAREER OBJECTIVE

Obtain a challenging career in a progressive organization, where I can explore my experience & skill through consistent professional development.

**AREAS OF EXPERTISE**

**Teaching**

Management

HRM

Customer Service

Various Computer Programmes

**CAREER STATEMENT**

“I feel that my strongest strengths are firstly having a

Passion for working Hard.

Secondly an ability to understand and learn quickly. Finally

Always willing to give my 100 per cent and being honest.”

MdJahedul Islam Mridha.

**PERSONAL SKILLS**

Excellent Communication

Skills

Excellent in English

Language(Reading,Writing,Speaking)

Excellent organisational skills.

Fast and enthusiastic learner.

Both analytical and creative thinker.

People-oriented and cooperative

**ACADEMIC QUALIFICATIONS**

Postgraduate Diploma in Business Management

London College Of Business and Information Technology, London, UK

Bsc (Hons) in Computer Science

Independent University, Bangladesh

H.S.C, Science, First Division

Mirpur College, Dhaka

S.S.C, Science, First Division

St. Josephs High School, Bonpara, Natore

2009 – 2010

2001 – 2005

2000

1997

**PROFESSIONAL** TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **Workshop** | **Awarding Body** | **Location** | **Year** |
| Differentiated Instruction | International Education Centre  House No – 22, Road – 17, Sector – 7, Uttara, Dhaka- 1230 | Uttara, Dhaka | 2014 |

**WORK EXPERIENCE**

***1.Teacher:***

International Education Centre

House No – 22, Road – 17, Sector – 7, Uttara, Dhaka- 1230

***Department***: Computer Science and Mathematics

***Duties/Responsibilities:***

To teach Students, making lesson plans, assess the students,

dealing with the parents, organizing Cultural programs, perform

the duty of class teacher, Supervise Project work,

Assignments&Exams, Meeting parents.

Organizing Extra Curricular Activities

(Class Party, Eid Party, Sports Day, Debate Competition etc).

Time period: November, 2013 – October 2014

***2.Teacher:***

HURDCO International School

Bashundhara,Dhaka

***Department***: Computer Science

***Duties/Responsibilities:***

To teach Students, making lesson plans, assess the students,

Dealing with the parents, organizing Cultural programs,Supervise Project work,

Assignments& Exams, Meeting parents.

Organizing Extra Curricular Activities

(ICT Fair, Class Party, Eid Party, etc).

Time period: October 2014 – April 2015

3.Head Of Business Development:

Kinbokoi.com

318/2,Ullon Road,West Rampura,Dhaka

***Duties/Responsibilities:***

Collect targeted vendors for kinbokoi.com. Dealing with the production of different types of Dress. Present about kinbokoi to the vendors.

Complete the business contract with the vendors. Keep good relationship with the vendors.Run daily operations, coach employees, maintain quality control and ensure

that products and services are fulfilling customer needs,constantly reviewing the company's financial, budgetary and production goals.Managing Agentsetc

Time period: April 2015– Oct 2017

***4.Teacher:***

Bangladesh International Tutorial

Uttara Senior Section,Dhaka

***Department***: ICT

***Duties/Responsibilities:***

To teach Students, making lesson plans, assess the students,

Take online class, Train Other teachers for online class,

Assignments& Exams,

Time period: August 2019 – Currently teaching here

**HOBBIES**

Exercise, Gym,Cricket,Football,Cooking,Driving.

**PERSONAL QUALITIES**

Having a flexible approach and a Can Do attitude.

Highly motivated and organised.

Have good technical and analytic skills.

Well disciplined, always willing to learn and improve myself, ability to explain lessons easily to the students, quick learner

**Driving license:** Have driving license and own Motor Cycle.

**Languages:** English (Lived in U.K. for 5 and half years),

Bangla, Hindi.