Resume of

Tanveer Ahmed Tonu



Home Town: Naogaon

Home Dist.: Naogaon

Mobile: **01717851254, 01921535639**

E-mail: Tonutanveerahmed@yahoo.com

**CAREER OBJECTIVE**

I am a hard working person and willing to lead a challenging career in a responsible position at a well reputed organization and explore my potential knowledge and skills in an effective manner to enhance organizational efficiencies. I hope my experience and talent will help me to serve my best at your organization and to reach in higher position as well.

**EDUCATION**

* *Masters of Law (LLM)*

CGPA: 2.76 out of 4.00

***Southeast University, Banani, Dhaka.***

*Passing Year: 2015*

* *Bachelor of Law (LLB Hons.)*

CGPA- 2.80 out of 4.00

Passing Year: 2013

***Southeast University, Banani, Dhaka.***

* *Higher Secondary School Certificate (H.S.C.)*

**Commerce Group**

GPA - 3.30 out of 5.00

Dhaka Board, Passing Year: 2008

College Of Development Alternative (CODA), Dhaka

* *Secondary School Certificate (S.S.C.)*

**Science Group**

GPA – 2.94 out of 5.00

Rajshahi Board, Passing Year: 2006

***Jamalgonj High School Jamalgonj, Joypurhat***

**JOB EXPERIENCE**

**Dhaka judge court practicing as an apprentice lawyer in 2012-2016**

**Name of the company: Association for social organization in paharpur (ASOP) Naogaon**

**Business:**  NGO

**Duration:** 04 year (From 15June 2016 to Present)

**Position:** Director Admin and finance

**Responsibilities:**

* Organization Management
* Handle development and approval process

Follow up of customer procedures, Taking decision for all program

**COMPUTER SKILLS**

* Computer Operating System: ***Windows XP, Windows 7,8,10, Linux.***
* Computer Software Applications: ***MS Office (MS Word, MS Excel, MS Power Point), Paint, Photoshop & editing etc.***
* Internet**: *E-Mail & Browsing, Spread sheet Analysis etc.***

**PERSONAL DETAILS**

Father’s Name: Md. Aktar Hossain

Mother’s Name: Mrs. Morsheda Aktar

Present Address: C/O: Md. Aktar Hossain

House No.5/14, Block: E Lalmatia Dhaka;1207

Permanent Address: Vill; Ronahar

P.O.: Paharpur, P.S.: Badalgachi

Dist.: Naogaon

Date of Birth: 1 January 1990

Marital Status: Unmarried

Religion: Islam (sunni)

Blood Group: O (+ve)

National ID No: 19902695032000012

**LANGUAGE & COMMUNICATION SKILL**

I have an excellent command and fluency on ***English*** and ***Bengali*** Languages in speaking, reading and writing.

**REFFERANCES**

Md.Aktar Hossain

Executive Director

Association for social organization in

Paharpur(ASOP)

Mobile-01715453060

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