Md Murad Hossain

Willing to serve in a responsible position at a well-structured institution honestly and responsibly and apply acquired skills to enhance institutional efficiencies.

**Academic Qualification:**

* O’ level from BACHA English Medium School in 2012
* GED (American High School Diploma) from Mentors’ in 2015 (Dhaka)
* Completed Bachelor of Arts in English and Humanities with a Minor Concentration in Media Studies and Journalism at University of Liberal Arts Bangladesh on 23rd September 2019

**Experience Board**

Work Experience:

**Employer:**  Better Stories Limited

**Designation**: Project Management Associate Timeline: November 2020- Present

Job Description:

* Delivers projects to successful completion in alignment with strategic and operational goals through planning, coordinating, and managing enterprise resources to achieve desired project outcomes
* Facilitates regular meetings, following up on tasks/issues, and transferring important information to senior management
* Develops and executes project work plans as well as provide guidance to staff as needed on different projects

**Employer**: Better Stories Limited

**Designation**: Social Media Associate

**Timeline:** March 2020- November 2020

**Job Description**:

* Works with team members and project leads to create and coordinate social media campaigns in social media channels: Facebook, LinkedIn, Instagram, Twitter and Medium in order to achieve project goals and to maintain a strong brand image
* Uses timelines and weekly scheduled content plan to create a consistent stream of new contents for audience interaction by engaging through interactive and authentic content in various forms like visual. Video. Live video, GIFs, polls, articles and blogs
* Works on the content writings involving blogs, brochures, articles and emails for projects of the company

**Employer**: Mentors’ Kalabagan

**Designation**: Spoken English and Phonetics Instructor **Timeline**: February 2017- December 2018 **Job Description**:

* Execute lessons efficiently using different styles of teaching depending on the content.
* Engage students to ensure a lively classroom atmosphere.
* Instruct students about the structure and content of the English language.
* Teach students the spelling of words, and their meanings.

Md Murad Hossain CV Page 1 **Employer**: William Carey International School

**Designation**: Part-time Subject teacher (Biology, English, Maths and Geography) **Timeline**: June 2015- June 2016 **Job Description**:

* Develop curriculum to meet developmental goals and instructional activities
* Prepare lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students
* Exercise open and respectful communication with families, co-workers, supervisors, and other school staff
* Measure progress and accomplishments of students towards their academic achievements on a regular basis and provide progress reports as required

Volunteering Experience:

* Have worked as an MC in various programs held at University of Liberal Arts Bangladesh (ULAB) centrally, clubs and departments
* Worked as a Communication Secretary in ULAB Model United Nations Association from September 2018- 2019
* Worked as the head of the Hospitality team in ULAB Biz Wizards 2019: National Inter College Management Fest held on 7th and 8th March, 2019 at University of Liberal Arts Bangladesh (ULAB)
* Worked as the Director of Delegations Affairs in ULAB Model United Conference 2018 held on 5th and 6th April, 2018 at University of Liberal Arts Bangladesh (ULAB)
* Volunteered in the 5th ULAB Convocation Program in February 2019 and 4th ULAB Convocation Program in December 2016
* Worked as an Author Volunteer at the Dhaka Lit Fest 2018 held on 8-10 November 2018 and Dhaka Lit Fest 2015 held on 19-21 November 2015 at Bangla Academy, Dhaka

**Workshops and Courses Attended:**

* Attended the Advanced Certificate for Management Professionals by University of Business Administration, University of Dhaka from June 2020 – September 2020
* Have successfully completed a teaching workshop at Scholastica Junior, Dhanmondi Branch, Dhaka
* Have attended a 3-month internship program being a representative of the English Department of University of Liberal Arts Bangladesh at Scholastica Junior, Dhanmondi

Branch, Dhaka from June- August 2017

**Achievement:**

* Received The Duke of Edinburgh’s International Award (Silver) in December 2017 and The Duke of Edinburgh’s International Award (Bronze) in October 2016

**Language Competency:**

* Bangla: Mother Tongue

# • English: Fluent in both speaking and writing

Md Murad Hossain CV Page 2

**Skills:**

* IT Skills: MS Word 7, MS Powerpoint • Volunteer supervision
* Quick learner and keen to learn • Documentation
* Able to work under pressure • Administrative support
* Event planning and coordination

**Personal Information :**

|  |  |
| --- | --- |
| • Name: | Md Murad Hossain |
| • Residential Address: | 40 Monipuripara, Tejgaon, Dhaka-1215 |
| • Religion: | Christianity |
| • Date of Birth: | 23rd August 1996 |
| • Marital Status:    **Contact address:** | Unmarried |
| • Cell Phone: | +8801676761068 |
| • Email:    **Reference:** | Murad.hossain.cse@ulab.edu.bd |
| **Mehdi Rajeb**  Assistant Professor  University Of Liberal Arts Bangladesh  (ULAB)  E-mail: mehdi.rajeb@ulab.edu.bd  Cell: (+88) 01711404541 | **Rajia Sultana**  Senior Lecturer  Center for Language Studies  University of Liberal Arts Bangladesh E-mail: rajia.sultana@ulab.edu.bd rajiadisha09@gmail.com  Cell: (+88) 0191103761 |

**Declaration of Applicant:**

I declare that the information I have given in this CV is truthful, complete and correct.

**PRECILA DORIS OJHA**

Applicant

Cell: +8801742855735

Email: <preciladoris23@gmail.com>

Precila Doris Ojha CV Page 3