



# Ahad Bin Noor

## EXPERIENCE

January 2020 - Current

**Administrative Executive at CFT (an organization for tutors) |**  
Dhaka, Bangladesh

- Supported senior management in devising and implementing strategies to improve organizational efficiency, performance and success.

January 2018 - January 2020

**Volunteer Worker at CFT (an organization for tutors) |** Dhaka, Bangladesh

- Maintained excellent professional relationships by going extra mile to complete tasks voluntarily.
- Used excellent listening skills, empathy and friendly approach to provide best possible care for service users.
- Attended in-person and online training to learn about volunteer roles, safety requirements and organizational goals.
- Collaborated with team of volunteers to meet needs of program participants and increase outreach.
- Recruited new volunteers to meet organizational needs and helped coordinate schedules, training and volunteer activities.

September 2021 - December 2021

**Content Writer at MediaProbe news team (NNO) |** Dhaka, Bangladesh

- Applied strong writing, editing and proofreading abilities to each assignment to produce best possible content.
- Organized work within Content Management System and always submitted work within agreed deadlines.

## PERSONAL INFORMATION

- Date of Birth: 19 September 1999
- Gender: Male
- Permanent Address:  
Village: Shaktola  
Post Office: Nagmud Bazar  
Police Station: Ramgonj  
District: Laxmipur  
Division: Chattogram
- Nationality: Bangladeshi

## EDUCATION

**Bachelor of Science |** ECE (Electronics and Communication Engineering) CGPA-Second class

Institute of science and technology (IST), Dhanmondi, Dhaka-1209

- Submitted final year project paper (*Face Recognition Attendance System Using Python*)

📍 Saydabad, Dhaka, 1000, Bangladesh

☎ (+880) 1935456150

✉ shuvorana686@gmail.com

## SUMMARY

Quest to work in a professional atmosphere, which will help me to impart knowledge about the latest technologies in the world of information by virtue of my sincerity and dedication. I intend to contribute positively towards the growth and prosperity of the company.

## SKILLS

- Programming Language Skills [HTML, C and Python]
- Communication Skills [Verbal, Writing and Presentation]
- Problem-solving
- Quick Learner
- Public speaking
- Organization
- Community support
- Social media management
- Computer Skills

**HSC (Higher Secondary Certificate)** | Science group. GPA-4.00  
DhanmondiDhanSuhrawardyProbeSaydabadSaydabadGovt. Shahid  
Suhrawardy College, Laxmibazar,Dhaka-1100

**SSC (Secondary School Certificate)** | Science group. GPA-4.88  
Jatrabari Ideal School And College, Jatrabari,Dhaka-1232

**Bengali:** First Language

Proficient

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## Advanced