

# Md.Habibur Rahman

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I have been looking for a challenging job which will show me the future path to reach the acme of success in my career. I am very energetic, hardworking, honest, cooperative and compassionate.

## Work Experience

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### **Assistant Teacher**

Lakhpur Alhaz Ambia Ishak Collegiate Girls' School - Lockpur, Bagerhat

February 2019 to Present

Taking classes in English and Islamic Studies, administering and assessing tests, supporting basic IT and, administrative, management related jobs as well as other assigned jobs etc.

### **Executive**

Lockpur Group of Companies - Fakirhat, Bagerhat

January 2018 to February 2019

PI, Invoice, customs and shipment related documents processing and saving.

### **Branch Manager**

Dreamland Student Consultancy - Khulna

July 2017 to January 2018

Administration and consultation for higher study in foreign countries and visa processing related activities.

### **Administrative Manager and Trainer**

Royalstar IT and Educare - Dhanmondi, Dhaka

February 2016 to April 2017

Coordinating different courses (freelancing, outsourcing, computer training, English speaking, seminar etc)

Arranging meeting and seminar

Playing role as a trainer and teacher

Collecting and accounting course fees

Making salary sheet and distributing salary

Communicating clients, trainers, and boss, consulting visitors and interested customers, and doing administrative jobs

### **Senior Teacher**

Green lawn School & college. - Uttara, Dhaka

January 2014 to February 2014

Taking class, assessing learners, cooperating management in other responsibilities.

## **Assistant Teacher**

South Point School and College - Baridhara,Dhaka  
July 2011 to January 2012

Teaching related responsibilities

## **Principal**

EL Dorado Kinder Garten - Ashulia,Savar,Dhaka  
March 2010 to December 2010

Everything as the Head of the institution.  
( Administrative,management,teaching,accounting,consulting,communicating etc)

## Education

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### **Master of Arts in English Language Teaching,ELT and Islamic Studies**

University of Dhaka and Khulna University - Dhaka and Khulna  
January 2022 to December 2022

### **Bachelor of Arts ( Hons) in Islamic Studies**

University of Dhaka - Dhaka  
January 2003 to December 2006

## Skills

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- Administration and management
- Oral and written communication in English,Bangla,Hindi,Urdu,Arabic
- Teaching English as a foreign language
- Basic IT ( Google space, Ms office,Photoshop,SEO,SMM,etc
- Marketing and Merchandising jobs
- Export and Import documentational support
- Interpretation ( Bangla from/to English,Arabic,Hindi,Urdu,Chinese( learning)
- Support in tour and travel
- Customer service
- Organizational skills
- Microsoft Office
- Cashiering
- Leadership
- Food preparation
- Driving
- Administrative experience
- Communication skills

## Certifications and Licenses

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### **Academic**

Present

Will be shown on demand

## Additional Information

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IELTS: Overall 6

TEFL Certification

Driving Licence under process from Dubai Taxi Corporation,Dubai,UAE

Pharmacist Technician and Drug License owner in Bangladesh