



# Mohammad Mominul Hoque

A GCE graduate with diverse skills. Well-rounded knowledge based in problem-solving, critical thinking, communication, and organization. Motivated and eager to contribute, learn, and make a positive impact in a professional setting.

## Education

- GCSE (O Levels), Little Jewels School, Chittagong, Bangladesh.
- GCE (A Levels), British Council, Chittagong, Bangladesh.

## Additional Activities

- Certified Forex Trader (2019)
- Certified Graphics Designer (Adobe Photoshop CC; Adobe Illustrator CC) [2022]
- Certified Microsoft Office Specialist (MS Word, MS Excel, MS Power Point) [2022]

## Experiences

### ➤ Sales Executive (2021-2023)

#### ❖ Rowshan's Fashion & Traders (Bangladesh)

- Demonstrating and presenting products in the respective company.
- Handling customer questions and inquiries.
- Maintaining transactions of sales.

### ➤ Export Documentation Executive & CS (2022-2023)

#### ❖ Logistics Shipping Services LTD. (Bangladesh)

- Examining export activities and overseeing preparation of commercial documents in accordance with export.



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- Handled recordkeeping requirements to support timely payment of products.
- Dealt with all the customers related to export services in the mentioned business firm.

➤ **Teaching (2019-2021)**

❖ **Little Jewels School (Bangladesh)**

- Provided Mathematics, Science and English classes to students from Grade-1 to Grade-9
- Used communication skills to explain difficult concepts in simple terms.

➤ **Stall In-charge (2022)**

❖ **Chittagong International Trade Fair (CITF)**

- Overseeing all operational aspects of the stall, ensuring its smooth functioning. Managed inventory, handled customer interactions and supervised staffs.

➤ **Host - IML (2019)**

❖ **Radisson Blu Chittagong Bay View (Bangladesh)**

- Hosted an event explaining about trading to the respective guests.

**ECA (Extra Curricular Activities)**

- Model United Nations (MUN) [2015,2017]
- Debate (2015-2016)
- Art (2014)
- Karate (2011)
- Meditation (2019)

**Additional Skills**

- Adept with Windows, Google
- Time Management
- Communication
- Problem Solving
- Teamwork
- Creative Thinking
- Volunteering
- Sports
- Fluent in English, Bengali, Urdu and Hindi

