

# Curriculum Vitae

## Md. Kamrul Hasan Sumon

Dubai, UAE  
+971 568610459  
[tanjibashik05@gmail.com](mailto:tanjibashik05@gmail.com)



### Career Objective:

To evolve along with the firm which would enable me to exhibit my abilities and render my service in the best possible way for achieving the goals.

### Professional Training:

Certification	Institute	Year	Duration	Result
IT & Graphics Design	Grasrote Technical Institute	2020	6 Months	Completed
Computer Office Application	Skill Development Training Center	2018	6 Months	Completed

- Microsoft Office: Word, Excel, PowerPoint
- Graphics Design : Adobe Photoshop, Illustrator.
- Able to install, configure and maintain various servers, computer hardware, operating systems and other applications.
- Good knowledge about Computer Accessories.
- Good understanding of PC / Server Hardware and Software.
- Sound knowledge on Internet and Networking (LAN, WAN etc.)
- Setting up LAN, Structured Cabling. IP Configuration and Troubleshooting.
- Sound & Strong knowledge in Operating System like Windows XP, Windows 7 and Windows 8 and Windows 10.

### Educational Qualification:

#### • Diploma in Engineering

Name of Institution : National Polytechnic Institute, Manikganj.  
Board : Bangladesh Technical Education Board.  
Year of Passing : 2020  
Subject : Computer Science  
Result ([CGPA](#)) : 3.51(Out Of 4.00)

### Job Experience

- 1) Name of Company : L M EXCHANGE  
Address : Dubai, UAE  
Period : July 2024 to till date.  
Section : Operation  
Position : Supervisor

2) Name of Company : Chitranjolika Event management LTD.

Address : Bangladesh, Manikganj -1800.

Period : 3 Years

Section : Official.

Position : Manager & Editor

3) Name of Company : Wooden spice Restaurant

Address : Dhaka, Bangladesh

Period : 2 Years

Position : Manager & Cashier

### Language Proficiency

English: Advanced proficiency in Reading, Writing, Listening & Speaking.

Urdu : Advanced proficiency in Reading, Listening & Speaking.

Hindi : Advanced proficiency in Listening & Speaking.

### Computer Skills

Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Excellent Internet Browsing & Graphics Design.

### Personal Information

Name : Md. Kamrul Hasan Sumon

Father's Name : Md. Anisur Rahman

Mother's Name : Shilpy Begum

Date of Birth : 06/01/2000

Passport NO. A05029778

Religion : Islam

Sex : Male

### Cover letter

Dear sir,

I read your job details. I am highly interested to work for this job. I believe my skill and qualification match your requirement.

Thanks sir.

কামরুল হাসান

Md. Kamrul Hasan Sumon

Date:...../...../.....