

PERSONAL INFORMATION

MOHAMMAD *****

Photo

 Bangladesh +8801905**** arm*****@gmail.com

Sex Male | Date of birth 02 MAR 1995 | Nationality Bangladeshi

JOB APPLIED FOR
POSITION

General Worker

EDUCATION AND
TRAINING

2010

Secondary School Certificate

Name of institute

Bangladesh

Result :

1. INTERNSHIPS

09/2019 - 12/2019

Marketing Intern
Full Picture Company
New York, NYKey Responsibilities:

- Analyzed various social media platforms for trending content
- Managed company social media accounts
- Posted interested content on company Facebook page, increasing engagement by 25%

ACHIEVEMENTS

2017

Automobile Driving – Government Certificate
Fire Fighting, Fire Prevention, Rescue and First Aid Training

2018

Automobile Driving – Government Certificate
Fire Fighting, Fire Prevention, Rescue and First Aid Training

VOLUNTEER EXPERIENCE

6 months

Grand Archive Library Volunteer

- Performed secretarial activities, such as sorting mail, filing documents, answering phone calls, and taking messages.
- Led a poetry reading event twice a month.

LANGUAGES

Mother tongue(s)

Bengali

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Good	Excellent	Good	Good	Excellent
	6 Months English Spoken Course - B1 Level Standard				
Hindi	Good	Excellent	Good	Good	Excellent
	No Relevant Certificates				

Communication skills

- Good communication skills gained through my experience as International Cook

Organisational / managerial skills

- Leadership (currently responsible for a team of 10 people)

Job-related skills

- Good command of quality control processes (currently responsible for quality audit)

Computer skills

- Good command of Microsoft Office™ tools

Other skills

- Safety-oriented
- Enthusiastic
- Customer Focused
- Trustworthy
- Conscientious
- Strong Communication
- Adaptable

Driving licence

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