

PERSONAL INFORMATION

MOHAMMAD ********



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, NY

Key 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) Other language(s)

Bengali

(s)	UNDERSTANDING		SPEAKING		WRITING		
	Listening	Reading	Spoken interaction	Spoken production			
sh	Good	Excellent	Good	Good	Excellent		
	6 Months English Spoken Course - B1 Level Standard						
ndi	Good	Excellent	Good	Good	Excellent		

English

Hindi

Com	mun	ication	skills
00111	HILI	ioa tioi i	OITHIO

Good communication skills gained through my experience as International Cook

No Relevant Certificates

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

• B