

CURRICULUM VITAE OF MD. SOAIB



Mailing Address:

MDC College Squire (5th Floor), House No# M4B,
Nowab Sirajuddaula Road, Chandanpura,
P/O. Chawkbazar (4203), Dist. Chattogram.
Mobile: +88-01817 893308
Website: www.msoaib.com
E-mail: mdsoaib.info@gmail.com

Career Objective:

I would like to develop my career in a large, powerful and over whelming organization which offers a thoroughly challenging working environment with career development opportunities and where performance is a milestone to success.

Educational Qualification:

❖ **Level of Education : Bachelor of Business Administration (BBA)**

Institution : Nazirhat University College, Chattogram.
University : National University, Bangladesh.
Subject : Management
Season : 2018-2019
Result : Appeared

❖ **Level of Education : Higher Secondary Certificate (H.S.C)**

Institution : Bakolia Shahid NMMJ College, Chattogram.
Group : Business Studies
Result : 2.42 (out of 5.00)
Passing Year : 2018
Board : Chattogram.

❖ **Level of Education : Secondary School Certificate (S.S.C)**

Institution : Mern Sun School & College, Chattogram.
Group : Business Studies
Result : 3.89 (out of 5.00)
Passing Year : 2016
Board : Chattogram.

Computer Skills:

- MS Word, MS Excel, MS PowerPoint, MS Access, My SQL, MS Certificate.
- Adobe Photoshop, Adobe Illustrator, Adobe Premier.
- Videos Editing, Banner Design, Poster Making.
- Computer Software & Hardware, Operating System Setup, Software Issue Solve.
- Online Application & Building Website (WordPress).
- Internet Browsing.

Language Skills:

| | | |
|------------------|---|---|
| Bengali | : | Good command as native. |
| English | : | Proficiency in Reading, Listening, Speaking, Writing. |
| Chittagong Local | : | Good command as native. |

Personal Interest:

I have a keen interest in reading the Holy Quran, Islamic books, other books, writing, traveling, listening Islamic Music and new technologies.

Social Activities :

1. Human Rights Affairs Secretary at Dhruabtura Youth Development Foundation, Chattogram District.
2. Member at Leo Club of Kulshi

Professional Experience:

❖ Computer Operator (Bornil Computer)

Duration: 01 Year

Responsibilities:

1. Setting up computers and other hardware devices.
2. Meeting with the IT team to determine the sequence of operations.
3. Starting operations by entering computer commands.
4. Monitoring error and stoppage messages.
5. Correcting errors, loading paper, and adjusting equipment settings.
6. Troubleshooting equipment malfunctions and software errors.
7. Responding to user requests and problems.
8. Performing preventative maintenance.
9. Maintaining supply inventory.
10. Ensuring the security of the company's computer systems.

❖ Front Desk Manager (Hotel Elaf International, Cox's Bazar)

Duration: 06 Month

Responsibilities:

1. Ensure front desk is tidy and has all necessary stationery and material (e.g. pens, forms and informative leaflets)
2. Train, supervise and support office staff, including receptionists, security guards and call center agents.
3. Schedule shifts.
4. Ensure timely and accurate customer service.

❖ Web Developer (olkanda.com)

Duration: 1.5 Years

Responsibilities:

1. Write well designed, testable, efficient code by using best software development practices.
2. Create website layout/user interface by using standard HTML/CSS practices.
3. Integrate data from various back-end services and databases.
4. Gather and refine specifications and requirements based on technical needs.

❖ Computer Teacher (Brac) Web & Graphics Design Trade

Duration: 06 Month + 06 Month

Responsibilities:

1. Evaluate students' strengths and weaknesses, and devise and implement individual learning plans.
2. Promote the use of technology in the classroom.
3. Design lessons that incorporate technologies as appropriate.

❖ Web Designer & Owner (Innovative It Bazar – www.iitbazar.com) # Web Hosting Company

Duration: August 2022 to Till Now

Responsibilities:

1. Create wireframes or mockups for web pages and applications
2. Design layouts for mobile, tablet, and desktop devices
3. Create branding and identity systems for websites, apps, and other media
4. Design graphics, icons, and logos
5. Design custom WordPress themes
6. Work with developers to implement visual elements of websites
7. Research and evaluate new design trends
8. Establish and maintain design standards and best practices

Personal Information:

Father's Name : Abdul Monaf
Mother's Name : Shanewaz Begum
Date of Birth : 20th April 2000.
National Id No : 2873767582
Birth Registration : 20002215696967586
Passport Number : A07737485
Recent Travel Country : India
Religion : Islam
Nationality : Bangladeshi (By Birth).
Home District : Cox's Bazar
Sex : Male
Marital Status : Single
Height : 5 feet 11 inch.
Blood Group : O- (negative)
Permanent Address : C/O: Hazi Nurujahan Bari, Beside Hazir Bari Field, Holding/House No# 038, Road # Sonaichari, Toitong, Pekua, Cox's bazar-4770.

Reference:

Name : Dr. Mohammad Sanaullah

Designation:

1. Principal – Mern Sun School & College.
2. Treasurer – Chattogram Ma o Sishu Medical College & Hospital.

Contact : 01819 371498

Email : Principalsanaullah@gmail.com

Relation : Uncle

Name : Adv. Paridul Alam

Designation: Senior Advocate, Chattogram Judge Court

Contact : 01815 636552

Email : advparid_ctg@gmail.com

Relation : Uncle

Declaration of Authenticity

I do hereby declare that all information here is true to my knowledge. If require and where applicable, this document can be supported by appropriate authentic certificates or papers.



Md. Soaib

Date: