

JUNED AHMED

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 **Present Address:** Agijal, Jawa Bazar, Chhatak, Sunamganj, Bangladesh

Career Objective

A highly motivated and dedicated Political Science graduate with an excellent academic track record and proven community engagement capabilities. Seeking a challenging entry-level position within a progressive Non-Governmental Organization (NGO) or Microfinance Institution. Aiming to utilize my strong fieldwork aptitude, interpersonal communication skills, and leadership qualities to contribute effectively toward sustainable grassroots development, community empowerment, and organizational growth.

Academic Background

Degree / Exam	Board / University	Passing Year	Result
B.S.S (Honours) in Political Science	National University	2023	CGPA: 2.71 out of 4.00
Higher Secondary Certificate (HSC)	Sylhet Education Board	2019	GPA: 3.92 out of 5.00
Secondary School Certificate (SSC)	Sylhet Education Board	2017	GPA: 4.55 out of 5.00

Professional Work Experience

Designation & Tenure	Organization & Core Responsibilities
Assistant Teacher Jan 2022 - Present	Millennium Kindergarten ● Facilitate daily classroom teaching activities and ensure a highly interactive learning environment for students. ● Systematically maintain administrative data, including daily student attendance registers and comprehensive academic progress records. ● Counsel parents and local community guardians regarding students' social welfare, academic requirements, and psychological growth. ● Co-coordinate various school programs, cultural events, sports competitions, and co-curricular field activities.
Private Tutor June 2017 - Present	Self-Employed ● Deliver specialized personalized academic support to diverse Primary and Secondary level students in core subjects. ● Formulate strategic, customized lesson plans and high-quality supplementary study materials tailored to distinct learning needs. ● Administer periodic assessments, evaluate routine progress, and structure focus areas to significantly enhance student performance. ● Engage continuously with guardians to share feedback, foster collaborative goals, and maximize exam readiness.

 Core Professional Skills

Interpersonal & Soft Skills	Technical & Methodological Skills
● Community Engagement: Exceptional ability to interact and establish trust with people from grassroots communities. ● Communication: Fluent verbal and professional written communication skills.	● Documentation: Proficient in structuring meeting minutes, tracking data, and writing progress reports. ● Computer Literacy: Fluent operation in Microsoft Office application suites (MS Word,

Interpersonal & Soft Skills	Technical & Methodological Skills
● Team Leadership: Capable of managing cohorts and coordinating group field activities. ● Time Management: Highly organized with a proven capacity to handle multiple strict project deadlines.	MS Excel, MS PowerPoint). ● Digital Tools: Competent in internet browsing, professional email communication, and remote data entries. ● Adaptability: Ready to adjust to rugged field conditions and challenging remote work settings.

 Language Proficiency

Language	Reading	Writing	Speaking
Bangla (Native)	Excellent	Excellent	Excellent
English (Professional)	Proficient	Proficient	Intermediate

JUNED AHMED
Signature of the Applicant