

Curriculum Vitae

A.

Applicant's Name	Mohammed Tanjid
Email	tanjidfriendship46@gmail.com
Contact Address	West Naya para,Razarkul,Ramu,Cox'sBazar
Mobile	01830-044846, 01624-205712
Home District	Cox'sBazar-4700



B. Personal Information :

Mother's Name	Maream Begum		
Father's Name	Abul kalam		
Marital status	Unmarried	Gender	Male
Date of birth	17/04/1999	Nationality	Bangladeshi

C. Social Media Information :

Name	ID
Facebook	Tanjid Erfan

D. Education:

Degree	Year	Institution/Board	Subject/Department	Result/Grade
Dakhil	2017	Madrasah	General	4.45 out of (5.00)
Alim	2019	Madrasah	General	3.57 out of (5.00)
BA (Honours)	2023	National University	Islamic History And Culture	3.09 out of (4.00)

E. Job Experiences:

Sl	Designation	Duration		Organization	Major Responsibilities
		From	To		
01	Mentor Teacher	02/01/2018	02/12/2020	CODEC	At first learning student. Creating Lesson Plan, They are responsible for helping students learn how to apply their knowledge safely , monitoring their progress, and using effective communication skills to discuss that progress with them, their parents. Regular home visits and attendance of students , Conducting Monthly parents meeting and CESG meeting . student Enrollment survey , Time Management .Collaboration, Team working etc.
02	Nutrition Volunteer	04/02/2021S	02/12/2021	SARPV	Distribution point and measurement point . Assisting with data collection and reporting: Volunteers may help collect data on program activities, beneficiary information, and outcomes, contributing to program monitoring and evaluation. manage program resources, and maintain an inventory of necessary materials. Participating in training and capacity building:
03	Computer operator	04/12/2021	30/03/2022	YPSA	Transferring data from paper formats into computer files or database

					systems, collaborates with a Document controller, Responsible for ensuring various documents accuracy. Collecting data, Inputting data accurately, Verifying and Reviewing databases, Implementing data security and management policies, Responding to requests for data , Maintaining confidentiality, performing administrative duties, Generating reports, Performing data backups. Excellent Knowledge of word processing tools and spreadsheets (MS - office Word, Excel etc)
04	Mentor Teacher	02/04/2022	30/12/2023	Friendship	At first learning student. Creating Lesson Plan, They are responsible for helping students learn how to apply their knowledge safely, monitoring their progress, and using effective communication skills to discuss that progress with them, their parents. Regular home visits and attendance of students , Conducting Monthly parents meeting and CESG meeting . student Enrollment survey , Time Management .Collaboration, Team working etc.
05	Mentor	01/01/2024	15/08/2024	SKUS	Developed teacher capacity, conducted regular field (LC) monitoring, and submitted reports to the Field Officer. Prepared monthly work plans and handled office orders for emergency responses. Maintained effective communication with teachers.' Conduct parent-teacher conferences to discuss a student's progress, Create and distribute progress reports to both students and parents, Home Visit with Host Teacher and Rohingya Teacher. Create and distribute progress reports to both students and parents Provide guidance and advice on career paths and growth opportunities, Create a supportive and nurturing environment for employees to learn and grow.
06	Front Desk Manager (FDM)	01/01/2025	30/03/2026	Hill Tower Hotel & Resort	Managing incoming phone calls, answering inquiries and directing calls to appropriate individuals or departments. Coordinating appointments and meetings. Maintaining the reception area. Assisting with administrative tasks such as receiving and

					distributing mail, coordinating deliveries and filing. Front desk officers are responsible for taking care of guests and customers. Their work mainly involves interacting with customers and business partners, either in person or through phone calls. They also assist in organizing work documents and firm logistics.
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F. Training :

SI	Course Name	Duration	Place and Imparting Organization	Major Contents
01	Microsoft Excel (Basic to advance)	5 Month	Ramu, YPSA	Modify excel options. Import data into excel and export data from excel. Use data linking to create more efficient workbooks. Group cells and use outlines to manipulate the worksheet. Create summaries in your spreadsheets using subtotals. Use a range of lookup and reference functions.
02	Computer Science & Application	3 Month	TRA Training Center Ramu	Word, Excel, Power point ,Internet Browsing, data entry ,formatting, and basic formulas.
03	Child safe guarding & Child protection Training	02	Codec training center and Friendship training center.(CODEC&FRIENDSHIP)	The training can cover a wide range of topics, such as the definition of child abuse, the signs and symptoms of abuse, how to prevent abuse, and how to report suspected abuse.
04	DRR Training	01	Codec training center and Friendship training center.(CODEC&FRIENDSHIP)	Hazard, Disaster, Risk, Vulnerability, Capacity and other activity.
05	Monthly Refresher Training	01	Friendship Training Center.(FRIENDSHIP)	Teacher gap checking and lesson plan monthly plan checking
06	Active learning & learning assessment Training	03	Friendship Training Center.(FRIENDSHIP)	Type of Assessment : 1. Formative Assessment 2. Summative Assessment
07	DO NO HARM training	01	Online (YPSA)	What is "Do No Harm"? Why Try To Do No Harm?
08	Leadership Training	07	Alhaz Fazal Ambia High school (CODEC)	How to be a good leader. and how to be communicate people.
09	Inclusive Education	01	Friendship Training Center.(FRIENDSHIP)	inclusive education means all children in the same classroom, in the same schools. It means real learning opportunities for groups who have traditionally been excluded -not only children with disabilities, but speakers of minority languages too.
10	Effective of teaching	01	Friendship Training Center.(FRIENDSHIP)	There are 12 Effective Teaching learning practices and their benefits,(Helps

	learning training			students achieve their learning goals).
11	TLC training	01	Friendship Training Center.(FRIENDSHIP)	Teacher learning Circle (about weekly plan and other activity)
12	Psycho social support training	01	Friendship Training Center.(FRIENDSHIP)	psychological First Aid, children development their coping mechanism
13	Lesson plan Training	01	Friendship Training Center.(FRIENDSHIP)	lesson plan format ,and how to write lesson plan.
14	Foundation Training	05+05	Codec training center and Friendship training center.(CODEC&FRIEDSHIP)	Basic skill of education and other activity. How to conduct the class /Session. How to all Register maintain, and Monthly report mechanism .
15	PSEA Training	02+01+01	Codec training center and Friendship training center.(CODEC&FRIEDSHIP)	SIX Core principal of PSEA, SE (Sexual Exploitation), SA (Sexual Abuse).SH(Sexual Harassment) and PSEA report Machanisam.

G. References :

SI	Name and Designation	Organization	Mobile	E-mail
01	Mohammed Kafil uddin	ED-YOSD	01877935445	kafiluddink@gmail.com

Signature :



Date 5/14/2026