

RESUME OF ANOARUL ISLAM



Contact Information

Address: Village:Tale jhaugram, Post office:Harua,

P.S:Kalukhali, District :Rajbari

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CAREER OBJECTIVE

Aiming to step into a senior leadership role within a progressive organization where I can take strategic responsibility, lead teams with impact, and contribute to long-term business success through effective execution and people-driven growth.

SPECIALIZED AREA OF EXPERTISE

- **Report Writing & Presentation** – Experienced in preparing detailed reports and delivering clear, professional presentations to diverse audiences
- **Office Management & Administration** – Proficient in managing daily operations, documentation, scheduling, and providing administrative support to ensure efficient workflow.
- **Data Entry & Typing (English & Bengali)** – Experienced in fast, accurate data entry with strong attention to detail, handling large volumes confidently.
- **Sales & Marketing Execution** – Skilled in planning and implementing sales strategies, customer engagement, product promotion, and achieving sales targets.
- **Business Development & Project Planning** – Skilled in identifying new business opportunities, supporting revenue growth, and managing project lifecycles from planning to execution.
- **Banking, NGO Operations & Office Administration** – Knowledgeable in banking procedures, NGO fieldwork, and office record-keeping.
- **Digital Marketing & Research** – Skilled in managing social media platforms and ad campaigns, lead generation, email marketing (including scraping and research), and online data and market research and online data research, application process.
- **Communication & Interpersonal Skills** – Excellent at articulating ideas clearly, building positive relationships, and engaging effectively with clients, colleagues, and stakeholders.
- **Teamwork, Task Coordination & Computer Literacy** – Proven ability to collaborate in teams, prioritize tasks, ensure timely project completion, and proficient in MS Word, Excel, PowerPoint, Access, and internet tools.
- **Graphic Design, Creative Thinking & Problem Solving** – Practical experience with Adobe Photoshop and Illustrator; demonstrated ability to generate innovative ideas and solve problems effectively in diverse environments.

EDUCATIONAL BACKGROUND

- **MSS in Political Science**
National University, 2016 | CGPA: 3.06/4.00 |
- **BSS in Social Science**
National University, 2014 | Second Class
HSC (Arts)
Kalukhali College, 2011 | GPA: 3.30/5.00
- **SSC (Dakhil)**
Kalukhali Dakhil Madrasa, 2009 | GPA: 4.19/5.00

TRAINING & CERTIFICATION

1. **Diploma in Computer Science & Technology**
NOVA Computer, 2013 | 6 Months
(MS Word, Excel, PowerPoint, Access, Internet)
2. **Entrepreneurship & Skill Development Program (ESDP)**
BIDA Office, Rajbari, 2021 | 1 Month
3. **Computer Fundamentals and Office Applications.**
Enhancing Digital Government and Economy (EDGE) Project of Bangladesh
Computer Council, ICT Division | October-2024 1 Month
4. **VDP Training (Unarmed)**
Ansar-VDP Academy, Gazipur, 2018 | 10 Days

LANGUAGE PROFICIENCY

- **Bangla:** Reading – High | Writing – High | Speaking – High
- **English:** Reading – High | Writing – High | Speaking – Medium

EXTRA-CURRICULAR ACTIVITIES

- Volunteering in social development programs
- Participation in cultural and religious activities
- Interest in learning new software and communication skills
- Community engagement and leadership roles

PERSONAL INFORMATION

Father's Name : Basir Uddin
Mother's Name : Alaya Begum
Date of Birth : 12 July 1993
Gender : Male
Height : 1.65 meters
Weight : 66 kg
Marital Status : Married
Religion : Islam
Nationality : Bangladeshi
Blood Group : AB-
Permanent Address : Village:Tale jhaugram Post office:Harua P.S:Kalukhali, District :Rajbari.

DECLARATION

I affirm that the details provided in this CV are complete, accurate, and presented with full integrity to the best of my knowledge

Anwarul Islam

Signature