



ZAHIRUL ISLAM TONMOY

📍 **Home :** BHAIRAB,KISHOREGANJ, 2350, BHAIRAB BAZAR, Bangladesh

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🌐 **LinkedIn:** <https://www.linkedin.com/in/tonmoy-hasan1/>

Gender: Male **Date of birth:** 08/01/2000 **Place of birth:** Dhaka, Bangladesh

ABOUT ME

I am a dedicated, organized, and methodical individual. I have good interpersonal skills, am an excellent team worker, and am keen and very willing to learn and develop new skills. I am reliable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

WORK EXPERIENCE

English World and International Express

City: Dhaka | **Country:** Bangladesh

[03/05/2022 – 01/08/2024] **Event manager**

- maintenance of computers.
- relations with suppliers.
- Successfully managed and coordinated large-scale international events, ensuring seamless execution.
- Facilitated cross-cultural communication and collaboration among diverse stakeholders.
- Implemented security protocols and managed risk assessments for high-profile events.
- Developed innovative solutions to logistical challenges, enhancing event efficiency and client satisfaction.

Shah and Associates

City: Dhaka | **Country:** Bangladesh

[05/04/2024 – Current] **Apprentice Lawyer**

- Assisted senior lawyers in preparing case files, legal briefs, and court submissions.
- Conducted legal research on statutes, case law, and precedents to support ongoing cases.
- Drafted and reviewed legal documents, including contracts, affidavits, petitions, and agreements.
- Attended client meetings and court hearings to observe proceedings and take notes.
- Supported case preparation by organizing evidence, witness statements, and documentation.

MetLife Bangladesh

City: Dhaka | **Country:** Bangladesh

[01/11/2025 – Current] **Financial associate**

- Prepared and maintained client records, policy renewals, and claim reports accurately.
- Supported the sales and underwriting teams in preparing proposals and quotations.
- Handled policy endorsements, beneficiary updates, and payment follow-ups.

- Ensured compliance with company policies and regulatory requirements set by insurance authorities.
- Collaborated with agents, clients, and internal departments to resolve inquiries and claims efficiently.)

EDUCATION AND TRAIN-
ING

[05/2016] **Secondary School Certificate (SSC)**
Bangladesh Railway High school
Country: Bangladesh | **Field(s) of study:** Science | **Final grade:** 4.17

[07/2018] **Higher Secondary School Certificate (HSC)**
Milestone College
Country: Bangladesh | **Field(s) of study:** Science | **Final grade:** 3.92

[31/01/2024] **Bachelor of Law**
Stamford University Bangladesh.
Country: Bangladesh | **Field(s) of study:** Law | **Final grade:** 3.05 | **Thesis:** HISTORIC
AL REFORMATION OF THE LAND LAW: BANGLADESH PERSPECTIVE

[01/01/2024 – 29/11/2025] **Master's of Law**
Stamford University Bangladesh
City: Dhaka | **Country:** Bangladesh | **Field(s) of study:** Business, administration and
law: • Law | **Final grade:** 3.08 | **Thesis:** WAR CRIMINALS AND REFUGEES: THE
INTERSECTION OF CRIMINAL AND MIGRATION LAW

SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Market promotion
| Organizational and planning skills | Team-work oriented | Research and analytical
skills | Good listener and communicator

RECOMMENDATIONS

Name: Md Jahid Hossain Dolon Teacher
Assistant professor
Department of Law
Stamford University of Bangladesh.
Phone number: (+880) 1760323102 | **Email:** dolon_bar@yahoo.com

Name: Abdus Sattar Teacher
Assistant professor
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