

MD.HAFIZUR RAHMAN

📍 Southern Bus Terminal , 2MJ5+78F, Vientiane, Laos

📱 Mobile: 8562058648930

✉️ 1524abrar@gmail.com



Career Objective:

To secure a position in a well-established English Medium educational institution where I can utilize my academic background, coordination skills, and administrative abilities to contribute positively to institutional growth while ensuring continuous professional development._

Career Summary:

A dedicated and result-oriented education professional with hands-on experience in English Medium and English Version institutions. Strong background in academic coordination, classroom support, and administrative assistance. Recognized for professionalism, positive attitude, effective communication skills, and the ability to maintain a disciplined, student-friendly learning environment.

Core Strengths & Special Qualifications:

A versatile academic professional with strong skills in classroom management and coordination, characterized by a student-focused approach and a commitment to professional ethics. You possess excellent English communication abilities and a collaborative leadership style that fosters a motivating learning environment. Highly adaptable and a quick learner, you excel at integrating modern teaching methods while maintaining a high standard of confidentiality and teamwork.

Employment History:

Junior Fragment Coordinator

(01 Aug 2024 - Continuing)

PHILOSOPHIA (An English Medium & English Version School)

Narayangonj, Bangladesh

Business Studies & Commerce (English Medium)

(14 Jul 2023 - 31 Jul 2024)

Heritage School (An English Medium & English Version School) Bangladesh

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Studies (MBS)	Finance & Banking, Account. Management	National University	Second Class	2010	1	Great
Bachelor of Business Studies (BBS)	Commerce	National University	Second Class, Marks :65%	2009	4	Great
Secondary School Certificate (S.S.C)	Commerce	IET Government High School	First Division, Marks :75%	2004	2	Great

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Statistical Package for Social Science (S.P.S.S)		Private University	Bangladesh	Dhaka	2018	Three Months
Diploma in computer	IT, ms power point	NITA	Bangladesh	Narayanganj	2011	One Year

Professional Qualification:

Certification	Institute	Location	From	To
Social Compliance & Human Resources Management	BKMEA, SEIP	Narayanganj	01 September 2023	30 November 2023

Computer Skill:

Fields of Skill	Description
MS Office Suite:	Expertise in Word, Excel, PowerPoint, and Access for reporting and data.
Digital Tools:	Proficient in Internet browsing, professional Email, and WhatsApp.
Ed-Tech & Virtual	Skilled in Zoom, MS Teams, and Learning Management Systems (LMS).
Cloud & Admin	Experience with Google Drive, OneDrive, and secure digital filing.

Interest & Hobbies:

Reading & Writing Book & Learning New Things Idea. Watch & Playing Cricket, Football, Badminton Etc. Ability to Work independently as the Part of Team to Work Under Pressure Self Motivated & Flexibility & Accommodating Personality & Travelling

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Good	Good

Personal Details :

Name : Md Hafizur Rahman
Father's Name : Late. Anowar Hossain Mollah
Mother's Name : Hosne ara Begum
Date of Birth : 05 March 1988
Gender : Male
Weight : 65 Kg
Marital Status : Married
Nationality : Bangladeshi By Birth
Religion : Islam (Sunni)
Present Address : Southern Bus Terminal, 2MJ5+78F, Vientiane, Laos
Permanent Address : 144/D, Village: Sayed para, Post Office: LN Mills, Thana: Siddirganj, Narayanganj 1432, Bangladesh.
Current Location : Vientiane, Laos
Blood Group : B+
Passport No A13940615

Reference :

Name : Md.Habibur Rahaman
Organization : BKMEA
Designation : Senior Assistant secretary (HR & Admin)
Mobile No : +8801611-044414
Relation : Relative

Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Signature.

Md Hafizur Rahman