

CURRICULUM VITAE OF MAKSUD ALAM

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Email : maksudalam14112000@gmail.com



MAILING ADDRESS :

Village : Meheria Para,
Ward-08,
Post Office : Kutubjoom (4710)
Police Station : Moheshkhali,
District : Cox's Bazar.

PERMANENT ADDRESS :

Village : Meheria Para, Ward-08,
Post Office : Kutubjoom (4710)
Police Station : Moheshkhali,
District : Cox's Bazar.

OBJECTIVE

I am seeking a challenging position in an organization having sound and quality environment where honesty and sincerity would be standard for justification. I would like positioning with strong emphasis on administration as this the most flourishing sector with practically solid roots that casts important impact in the global economy.

EXPERIENCE

Organization : BRAC

Project : ALP
Position : Masters Croup Person (MCP)
Duration : 01 December 2020 to 31 May 2021
Location : Moheshkhali, Cox's Bazar

Responsibilities :

- Train and instruct students, learners and end-users in computer operations.
- Design and develop computer instructional material useful for end-users and learners.
- Design, implement and administer training schedules.
- Evaluate and assess student progress.
- Implement new technologies and methodologies in training issues.
- Brief and instruct end-users on new technologies, software programs and applications.
- Coordinate with customer analysts to develop new course material.
- Assist and support other personnel in classroom management.
- Review and evaluate customer needs and design appropriate course material.
- Integrate best practices in training schedules and procedures

and issues.

Organization : Meheria Para Govt. Primary School

Position : Teacher (Temporary)

Duration : 01 January 2018 to 28 February 2020

Location : Moheshkhali, Cox's Bazar

Responsibilities :

- Establishing and enforcing rules of behavior for students in the classroom
- Preparing lessons, units and projects to complete learning objectives
- Establishing and communicating clear objectives for lessons, units and projects
- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths
- Working with students one-on-one when they need extra help or attention
- Tracking and evaluating student academic progress
- Helping students improve study methods and habits.

▪ **Organization : Bangladesh Bureau Of Statics, Government.**

Deperment : National Household Database.

Position : Data Enumerator

Duration : 1 February 2018 to 20 February 2018

Location : Moheshkhali, Cox's Bazar.

▪ **Organization : Bangladesh Bureau Of Statics, Government.**

Deperment : Population and household census.

Position : Data Enumerator

Duration : 15 June 2022 to 21 June 2022

Location : Moheshkhali, Cox's Bazar.

▪ **Organization : HOPE Foundation.**

Deperment : Health.

Position : Field Officer.

Duration : 01 Aug 2022 to 31 May 2023

Location : Moheshkhali, Cox's Bazar.

▪ **Organization : YPSA**

Project : WLCR Project. Women Lake Climate Resilience.

Position : Volunteer

	Duration : 25 July 2023 To 30 October 2025 Location : Moheshkhali, Cox's Bazar ▪ Organization : BRAC Project : Migration. Position : Field Organizer Duration : 16 November 2025. Location : Teknaf, Cox's Bazar.															
ACADEMIC QUALIFICATION	Title : Bachelor of Arts (BA-Hons) Institution : Cox's Bazar City College, Cox's Bazar. Subject : Bangla Result : 2.76 Passing Year : 2022 Board : National University Title : Higher Secondary Certificate (HSC) Institution : Moheshkhali College Group : Business Studies Result : GPA- 3.08 (Out of 5.00) Passing Year : 2017 Board : Chittagong Board Title : Secondary School Certificate (SSC) Institution : Kutubjoom Model High School Group : Business Studies Result : GPA- 3.56 (Out of 5.00) Passing Year : 2015 Board : Chittagong Board															
TRAINING	<table><tr><th>Title</th><th>Content</th><th>Institute</th><th>Location</th><th>Duration</th></tr><tr><td>Computer & Networking Course</td><td>Office Application, Photoshop, Network Setup</td><td>Department Youth Development</td><td>Moheshkhali, Cox's Bazar</td><td>02 Months</td></tr><tr><td>Business Development & Computer Training</td><td>1. Progress in Business 2. Teaching Computer</td><td>BRAC</td><td>Regional Office, Cox's Bazar</td><td>03 Days</td></tr></table>	Title	Content	Institute	Location	Duration	Computer & Networking Course	Office Application, Photoshop, Network Setup	Department Youth Development	Moheshkhali, Cox's Bazar	02 Months	Business Development & Computer Training	1. Progress in Business 2. Teaching Computer	BRAC	Regional Office, Cox's Bazar	03 Days
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COMPUTER SKILLS	▪ Windows Operating System 7, 8 & 10. ▪ Microsoft Office Application (MS Word, MS Excel, PowerPoint), Mail Communication, Internet Browsing etc. ▪ Graphics Designing.															
LANGUAGE PROFICIENCY	➤ Excellent speaking Mother Tongue. ➤ Good Command over speaking and writing both in English &															

	Bengali. ➤ Speaking Rohingya Language.																					
PERSONAL STRENGTHS	- o Strong interpersonal communication & negotiation skills. - o Ability to work independently with utmost integrity & reliability. - o Pro-Active & good analytical skill to resolve issues on timely manner. - o Have visionary strategic thinking & capacity to implement ideas. - o High expectation with a high sense of urgency and perception. - o Good supervising capacity and have the ability to manage. - o																					
PERSONAL INFORMATION	Candidate Name : Maksud Alam Father's Name : Jafar Ahmad Mother's Name : Khadija Begum Date of Birth : 14 November 2000 Religion : Islam Gender : Male Marital Status : Single Blood Group : O+ (ve) Nationality : Bangladeshi National ID No. : 2863359168																					
REFERENCES	<table border="1"> <thead> <tr> <th></th><th>Reference- 01</th><th>Reference- 02</th></tr> </thead> <tbody> <tr> <td>Name :</td><td>Imtiaz Hassan</td><td>Nazrul Islam</td></tr> <tr> <td>Designation :</td><td>Co-Ordinator</td><td>Manager-Admin.</td></tr> <tr> <td>Organization :</td><td>HOPE Foundation</td><td>HOPE Foundation</td></tr> <tr> <td>Address :</td><td>Cox's Bazar.</td><td>Cox's Bazar.</td></tr> <tr> <td>Mobile No. :</td><td>01782923255</td><td>01813526590</td></tr> <tr> <td>Email Id. :</td><td>imtiazhassan1076@gmail.com</td><td>nazrullslam.hopef@gmail.com</td></tr> </tbody> </table>		Reference- 01	Reference- 02	Name :	Imtiaz Hassan	Nazrul Islam	Designation :	Co-Ordinator	Manager-Admin.	Organization :	HOPE Foundation	HOPE Foundation	Address :	Cox's Bazar.	Cox's Bazar.	Mobile No. :	01782923255	01813526590	Email Id. :	imtiazhassan1076@gmail.com	nazrullslam.hopef@gmail.com
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VALUATION	I hereby certify that all the information mentioned in this CV has been correctly recorded about me. If any mistake is noticed before or after the appointment, I shall be bound to accept the decision taken by the authorities without hesitation.																					

Sincerely Yours

Maksud Alam

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