

Resume
of
MD. KAUSAR MIAH

Contact:01302556188

Email: kausarmiah08@gmail.com



CAREER OBJECTIVE:

Looking for hard and challenging job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovate from where I will be able to enhance by knowledge. Qualities of a fast learner and the ability to take on new challenges can be used in a pragmatic manner in the overall growth of the organization as well as my personal career development.

Experience:

► **01. Company Name : Upazila Election Office**

Location : Lakhai, Habiganj.
Designation : Data Entry Operator(Contractual).
Duration : 05-01-2025 To 11-04-2025.
Department : Voter List Update Project-2025.
Responsibilities : Data Entry, Scanning, File Upload, Prof Reader Etc.

► **02. Company Name : Saiham textile Mills ltd.**

Location : Noyapara saihamnagar, Madhabpur, Habiganj.
Designation : Junior Store Officer.
Duration : 11/03/2022 To 10-11-2024.
Department : Store.
Responsibilities : Team Management, Time Management, Delivery Management, Data Entry in ERP, Ensure Godown Stock Ensure Godown Safety, Communication Skills Etc.

► **03. Company Name : Endeavour (NGO).**

Location : Nabiganj, Habiganj.
Designation : Field Officer.
Duration : 05/02/2019 To 10/12/2021
Department : Credit.
Responsibilities : Microfinance disbursement, Team Management, prepare AIS and MIS Report Etc.

ACADEMIC QUALIFICATION:

• **Masters of Social Science (M.S.S)**

Subject : Economics
Institution : National University
Result : C.G.P.A-2.97(out of 4.00)
Duration : One(01)years.
Passing year : 2017

- **Batchelor of Social Science (B.S.S Hon's)**

Subject : Economics
 Institution : National University
 Result : C.G.P.A-3.08(out of 4.00)
 Duration : 4th years.
 Passin year : 2016

- **Higher Secondary Certificate(H.S.C)**

Institution : Brindhaban Govt. College, Habiganj.
 Board : Sylhet
 Group : Humanities
 Result : G.P.A-4.50 (out of 5.00)
 Year : 2012

- **Secondary School Certificate(S.S.C)**

Institution : Adarsha High School Narapati.
 Board : Sylhet
 Group : Humanities
 Result : G.P.A3.88 (out of 5.00)
 Year : 2010

COMPUTER SKILLS:

*** Good command in MS office package.

*** Adobe Photoshop, Scanning, PowerPoint, Photocopy, E-mail & internet browsing.

* Upazila ICT Training &Resource Centre for Education(it vision Society).

* ** Diploma in computer office application Course (Postal Academy Rajshahi).

Training Summary:

Course name	Institute name	<u>Duration</u>
Youth Health Champion Training	Volunteer Service Overseas(V.S.O),Dhaka.	02 Days
Noorani Teachers Training Course	Noorani Talimul Quran Board Hathazari,Chittagong.	25 Days
Communicative Language (English)	Sheilh Hasina National Institute of Youth Development,Savar , <u>Dhaka.</u>	06-08-2023 to 02-09-2023
Health Awarness and Youth Responsibility	Sheilh Hasina National Institute of Youth Development,Savar , <u>Dhaka.</u>	30-09-2019 to 06-10-2019
livestock,poultry rearing,primary health care ,fisheris and Agriculture	Department of youthDevelopment,Habiganj	17-01-2016 to 31-03-2016
Enterpreneurship development programme	Bangladesh small & cottage industries corporation(BSCIC),Habiganj.	08-03-2016 to 10-03-2016

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent

PERSONAL DETAILS:

Father's Name : Md.Abdus Shahid
Mother's Name : Khudeja Khatun
Date of Birth : July,07, 1994.
Gender : Male
Marital Status : Single
Nationality : Bangladeshi (By birth)
Religion : Islam
Blood Group : B(+ve)
Present Address : Village-Uttar Narapati, Post office-Narapati(3322),Upazilla-Chunarighat,District-Habiganj.
Permanent Address : Village-Uttar Narapati, Post office-Narapati(3322),Upazilla-Chunarighat,District-Habiganj.
NID Number : 19943612619000031.

REFERENCE(01):**REFERENCE(02):**

Name : Eshaque Uddin	Name : Md Masum Miah
Designation : Deputy Managr (Store)	Designation : Sr. officer (MIS)
Institution : Jinnat Textile Mills Ltd.	Institution : Saiham Textile Mills Ltd.
Mobile : 01723-485097	Contact : 01762053729
E-mail : eshaque.uddin@dbl-group.com	E-mail : stml2.prod@saiham.com
Relationship : Departmental	Relationship : Departmental

DECLARATION:

I, the undersigned hereby declare that all the information provided above truly describes myself.

MD.KAUSAR MIAH

Date:.....

