

RESUME OF

MD. MAZHARUL ISLAM



Contact information:

📍 Garaundo, Kendua, Netrokona-2480, Bangladesh

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CAREER OBJECTIVE

Aiming to assume a strategic and impactful role in a reputable organization where I can leverage my expertise and experience to drive organizational success, optimize performance, and achieve sustained professional growth.

CAREER SUMMARY

Completed Master's and Honours in English (MA & BA under National University) with tutoring experience in English. Although I have teaching experience, I am eager to build a career in a corporate or organizational environment where I can apply my communication skills, adaptability, and dedication to grow professionally and contribute effectively.

SPECIALIZED AREA OF EXPERTISE

- **English Proficiency** – Strong speaking, writing, and theoretical knowledge of English language and literature
- **Sales & Marketing Strategy** – Ability to understand customer needs and promote products/services effectively
- **Effective Communication & Presentation Skills** – Skilled at delivering clear, concise messages and confidently presenting ideas to diverse audiences, with strong public speaking expertise
- **HR & Office Administration Support** – Dedicated to supporting office operations and administrative tasks, including assisting with recruitment, onboarding, and the maintenance of employee records to ensure workplace efficiency
- **Lesson Planning, Curriculum Design & Academic Assessment** – Experienced in preparing structured lessons, designing course materials, and evaluating student performance effectively
- **Documentation & Reporting** – Experienced in preparing, organizing, and maintaining accurate documents, reports, and records with attention to detail and confidentiality
- **Innovation & Creative Thinking** – Proficient in generating innovative ideas and proposing creative solutions to improve work processes, organizational growth, and learning environments.
- **Microsoft Office (Word, Excel, PowerPoint) and Report Writing** – Proficient in creating professional documents, reports, and presentations for data-driven decisions.

Teaching Experience (Tuition)

Private Tutor – English (Class Ten Students)

📍 Kendua, Netrokona 📅 Present

Job Responsibilities:

- Teach English grammar, writing, reading, and comprehension for Class Ten students
- Prepare lesson plans based on school syllabus and exam requirements
- Conduct regular tests and evaluate student performance
- Identify student weaknesses and provide individual support
- Help students improve exam preparation and confidence
- Maintain disciplined and friendly learning environment
- Communicate with guardians regarding student progress

EDUCATIONAL QUALIFICATION

- **M.A. (English)** – National University | 2.45/4.00 | 2022
- **B.A. (English)** – National University | 2.80/4.00 | 2020
- **Alim (General)** – Bhorapara Fazil Madrasah | 4.93/5.00 | 2015
- **Dakhil (General)** – Bhorapara Fazil Madrasah | 5.00/5.00 | 2013

TRAINING & PROFESSIONAL CERTIFICATION

1. Effective Leadership Training
 2. Relationship Management (CRM)
 3. The Art of Sales: Fundamentals of Selling
- Institute: Life Global | Location: Online | Year: 2026 | Duration: 1 Day

Basic Computer Training (6 Months)

Subject: Basic Computer Application

Department of Youth Development (DYD)

Duration: 6 Months

EXTRACURRICULAR ACTIVITIES

- Active participation in academic and cultural programs during study period
 - Interest in reading books, especially English literature and communication development
 - Involvement in group discussions and debate-related activities
 - Self-development in English language and computer skills
 - Participation in local community and social awareness activities
 - Regular engagement in learning-based workshops and training programs
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PERSONAL DETAILS

- Father's Name: Md. Badsha Miah
 - Mother's Name: Momota Akter
 - Date of Birth: 05 May 1998
 - Gender: Male
 - Marital Status: Single
 - Nationality: Bangladeshi
 - Religion: Islam
 - Blood Group: O+
 - National ID: 4207881691
 - Height: 1.67 m
 - Weight: 64 kg
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DECLARATION

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

signature