

RESUME

Of
Sazzad Hossain Shetol



Address: Noapara, Tarabo, Rupganj, Narayanganj

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Career Objectives

I am looking for a challenging job where I can able to contribute my capabilities, skills and knowledge as an employee to accomplish the goal for the organization as well as creating a strong position for myself within company.

Academic Background

Bachelor of Business Administration (B.B.A.)

Department	:	Management
Institute	:	Govt. Tolaram College
Session	:	2019-20
Result	:	CGPA 2.93 (Out of 4.00)
Passing Year	:	2023

Higher Secondary School Certificate (H.S.C)

Group	:	Business Studies
Institute	:	Golam Mostafa Model College
Result	:	GPA 4.50 (Out of 5.00)
Year In Completed	:	2019
Board	:	Dhaka

Secondary School Certificate (S.S.C)

Group	:	Business Studies
Institute	:	Bawani High School
Result	:	GPA 4.77 (Out of 5.00)
Year In Completed	:	2017
Board	:	Dhaka

Job Related Skill

- Problem solving and decision makes skills.
- Self-motivated.
- Time management.
- Quick Learner and hard worker.
- Good Leadership and conceptual.
- Aspiration to build a career shows superior performance.
- Strong desires to achieve results.
- Ability to take responsibility and solving problems.
- Good interpersonal and communication skills.

Language Proficiency

Have fluency in English & Bengali (Reading, Writing & Speaking)

Job Experience

- Accounts Officer, Wazed Ali Bhuiyan Memorial High School. Tarabo, Rupganj, Narayanganj. 13th August, 2023 to 31st January, 2026.
- Assistant Teacher, South Rupshi International High School. Rupganj, Narayanganj. 01st November, 2019 to 31st May, 2020

Computer Skill

Computer Fundamental, Operating System Fundamental, Application System Fundamental, Microsoft Office Fundamental, Database Fundamental, Data Communication and Networking Fundamental, Internet Fundamental.

Job Responsibilities

- To use the school's schemes of work to provide appropriate teaching and learning for the timetabled classes
- To develop the children's learning in all aspects of the curriculum
- To produce differentiated tasks for able children and those who might require further support
- To set appropriate homework tasks and assess all work thoroughly and promptly
- To maintain an open line of communication with parents, though the Contact Book, e-mail and telephone
- To meet with parents as necessary to update them on the progress of their children
- To create a dynamic and welcoming learning environment in the ICT room
- To prepare suitable teaching resources
- To liaise with the Primary Academic Deputy over issues of concern
- To follow all The Sultan's School's procedures and policies
- To participate in the school's system of extra-curricular activities

Field Of Interest

Sports, music, internet, traveling, computer & technology.

Personal Information

Name	:	Sazzad Hossain Shetol
Father's Name	:	Md. Sanaullah
Mother's Name	:	Mst. Jahanara Begum
Permanent Address	:	Vill: Noapara, P. O.: Tarabo P. S.: Rupganj, Dist.: Narayanganj
Present Address	:	Vill: Noapara, P. O.: Tarabo P. S.: Rupganj, Dist.: Narayanganj
Date of Birth	:	27th March, 2001
Marital Status	:	Single
Nationality	:	Bangladeshi (By Birth)
Religion	:	Islam
Sex	:	Male
Blood group	:	O+
Height	:	5' 6''
Weight	:	65 Kg

I strongly declare that all the information provided in this CV is true and correct

Signature & Date