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| |  |  | | --- | --- | | **MD.MONOWER HOSSAIN** | C:\Users\mon\Desktop\Untitled.jpg | | Address: 16/5, Indira Road, Farmgate, Dhaka  Office Phone :02-9131455  Mobile : 01728223288  e-mail : h.monower@gmail.com | |

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| **Career Objective:** |
| Looking for hard and challenging job where I will have the scope to utilize my potentiality, adaptability, creativity and skill to do something innovative and from where I will be able to enhance my knowledge |

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| **Special Qualification:** |
| Excellent reporting, documentation, facilitation and presentation skills in both English & Bengali.Have sound knowledge on computer and web. Strong interpersonal communication skills .Dynamic, self motivated and have excellent leadership capacity |

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| **Employment History:** | |
| **Total Year of Experience :** 2.1 Year(s) | |
|  | **Content Manager ( November 02, 2014 - Continuing)** |
|  | **Rx71 Limited**  Company Location: Dhaka  **Duties/Responsibilities:**   * Composing, editing and ensuring the quality of text, video and audio based medical content * Managing project, social media and maintaining the uniformity of medical web content. * Leading and giving technical support to the Content Team consisting of 12 members. * Developing creative solutions for content presentation, management, workflow and maintenance. * Identifying projects’ overall content requirements and prospective content sources. * Train up the new employees to cope with work and give maximum output * Assuring content conforms to Search Engine Optimization best practices. * Composing and editing press release upon various issues * Suggesting and create digital marketing strategies and tactical plans. * Setting goals and deadlines for the department. * Making strategic plan for recruitment and selection process, as well as compensation and benefits to find ways to appeal to highly qualified applicants. * Contributing to team effort by accomplishing related results as needed. * Defining security policies for reports, linked reports, contents and data sources. |
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|  | **Exam Invigilator (July 1, 2014 – October30, 2014)** |
|  | **British Council** Company Location : Dhaka |
|  | **Duties/Responsibilities:**   * **Invigilating the whole process of A and O level exams which are taken under British Council.** * **Assisting students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.** * **Closely following and enforcing exam procedures and regulations.** |
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| **Academic Qualification:** |
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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Mid Level Job | | Available For | : | Full Time | | Preferred Job Category | : | General Management/Admin, IT/Telecommunication/Education | | Preferred District | : | Anywhere in Bangladesh. | |

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| **Specialization:** |
| |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Administrative/Executive/Education | Strong interpersonal relationship & communication skill. Excellent reporting, documentation, facilitation and presentation skill in both English & Bengali. Capable to operate MS word, Excel, Power point and use Internet independently. | |

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| **Extra Curricular Activities:**  Having four years (2007-2010) of cultural experience as an organizer and co-editor of a leading little magazine of R.U. named “Shashwatiki”. |
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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Late Bahut Ali Sarker | | Mother's Name | : | Tara Banu | | Date of Birth | : | February 01, 1988 | | Gender | : | Male | | Marital Status | : | Unmarried | | Nationality | : | Bangladeshi | | Religion | : | Islam | | Permanent Address | : | C/O Abdul Motaleb, Account Assistant, Rajshahi College, Rajshahi. | | Current Location | : | Dhaka | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | Mr. MaswoodAkther | Mr. Nuruzzaman Milon | | Organization | : | Dept. of English, Rajshahi University | Telenor Health | | Designation | : | Chairman | Senior Software Engineer | | Address | : | Dept. of English, Rajshahi University | GP House, Bashundhara  Baridhara, Dhaka-1229 | | Phone (Off.) | : |  |  | | Phone (Res.) | : |  |  | | Mobile | : | 01732956805 | 01709644082 | | E-Mail | : | maswood2005@gmail.com | milon@telenorhealth.com | | Relation | : | Academic | Professional | |  |  |  | | |