|  |  |  |
| --- | --- | --- |
|  |  | Tanvir Bin Faruk Ramim |
| Experience01-01-2023 to 31-05-23Trainer **•** Assistant Trainer **•** Baraitali Computer Education Center01-06-2023 to till nowStaff **•** Support Staff and Documentation **•** Reliance Technical Institute, Cox’s BazarEducation**Diploma In Engineering*** University : Cox’sbazar Polytechnic Institute
* Year : 4th Semester Running
* Result : 3.38 out of 4.00 In 3rd Semester

**Higher Secondary Certificate*** College : Satkania Government College
* Year : 2022
* Result :3.75 out of 5.00

**Secondary School Certificate*** Institute :Baraitali High School
* Year :2020
* Result :4.28 out of 5.00

Skills * I am Level-4 by Bangladesh Technical Education Board(BTEB) certified trainer on Web Design and Development
* I am Level-3 certified on IT Support and services from National Skills Development Authority(NSDA)
* Install and Use Operating System and Optimize Utilities
* Access Information Using Internet
* Maintain and Troubleshoot Personal Computer
* Carry Out Workplace Interaction in English
* Perform Basic Data Backup and Recovery
* Use Office Application Software
* Install and Configure Application and Utility Software
* Perform PC Assembling
* Interpret IT Support Service Fundamentals
* Perform Basic Networking
* Browsing Internet & Email
* Comfortable to google & their apps
* Using ChatGPT for problem solving
* Spoken English with basic Reading and Writing

Communication* Strong Communication Skills
* Disciplined & Focused
* Session Management Skills (indoor & outdoor)
* Hard Working
* Specific goal oriented
* Teamwork
* Leadership
* Ability to work under pressure

LeadershipI am capable to lead a group of People and strong leadership skills. Effectively communicated vision, goals, and objectives to stakeholders and team members. Facilitated productive discussions and consensus-building among diverse groups. Provided guidance and motivation to team membersCareer ObjectivesWilling to build up career in a challenging position and to prove myself as a quick learner and highly energetic person to face any challenge on the field of relevant subject where the contribution will be acknowledged, if would be given an opportunity References |
|  |  |
|  |  | Cox’s BazarCox’s Bazar Sadar, 4700 |
|  |  |
|  |  | +8801889421708 |
|  |  |
|  |  | inboxtotanvirbinfarukramim.com |
|  |  |
|  |  |  |
|  |  |  |

Ridoanul Hakim Riad

Programme Manager

Action Aid Bangladesh

riad9681@gmail.com

+8801814890851

Nusrat Zarin Nupur

Project Coordinator

Gender Based Violence in Emergency

Mukti Cox’s Bazar

nusratzarin.eco@gmail.com

+8801823530453