|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **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  |

 |

|  |
| --- |
|   |
|   |
| **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  |

|  |
| --- |
| **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  |

|  |
| --- |
| **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.
 |
|  |
|   |
|  | **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.**
 |
|  |  |
|  |  |

|  |
| --- |
| **Academic Qualification:** |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** |
| MA in ELT    | English    | Rajshahi University    | CGPA:3.07out of 4    | 2011    | 1 year    |
| BA(Hons) in English Literature    | English    | Rajshahi University    | CGPA:3.04out of 4    | 2010    | 4 years    |
| HSC    | Science    | New Govt Degree College    | CGPA:4.6out of 5    | 2005    | -    |
| SSC    | Science    | Rajshahi Collegiate School    | CGPA:4.63out of 5    | 2003    | -    |

 |

|  |
| --- |
| **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.  |

 |

|  |
| --- |
| **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.    |

 |

|  |
| --- |
| **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”.  |
|  |

|  |
| --- |
| **Language Proficiency:** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bangla  | High  | High  | High  |
| English  | High  | High  | High  |

 |

|  |
| --- |
| **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  |

 |

|  |
| --- |
| **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, BashundharaBaridhara, Dhaka-1229 |
| Phone (Off.)  | : |    |  |
| Phone (Res.)  | : |    |  |
| Mobile | : | 01732956805    | 01709644082  |
| E-Mail | : | maswood2005@gmail.com    | milon@telenorhealth.com  |
| Relation | : | Academic    | Professional |
|   |   |  |

 |