Nahid

Date of birth: ▓▓▓▓1991

ABOUT ME

Flexible and attentive entry level Assistant IT technician in a technical school as a **Assistant Instructor.** Assisted in creating documentation for expected IT problems

Skills

Dedicated educator with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.

WORK EXPERIENCE

01/08/2023 – CURRENT Chattogram, Bangladesh

Assistant Instructor(Technical Skills) UCEP Bangladesh

-Instructing students, creating lesson plans, and interacting with guardians.
- Conducting practical classes and
- maintenance of computers

Website https://www.ucepbd.org/

01/01/2022 – 30/06/2023 Chattogram, Bangladesh

Higher education instructor Chattogram Polytechnic Institute

- *Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance.*

- *Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students.*

- *Managed large class dynamics, setting up smaller group work for targeted projects.*

01/02/2016 – 30/07/2016 Chattogram, Bangladesh

Higher education instructor Chittagong Science & Technology Institute, CSTI

Developed creative teaching materials, designing to achieve educating lesson topics.

01/12/2014 – 30/10/2015 Chattogram, Bangladesh

Inbound call center agent Genex Infosys Chittagong (formerly Cogent Bangladesh, BGMEA Bhaban Chattogram, Bangladesh)

Obtains client information by answering telephone calls and interviewing clients to verify the information.

EDUCATION AND TRAINING

15/01/2015 – 01/05/2018 Chattogram, Bangladesh

Bachelor of Science (B.Sc.) In C.S.E Port City International University, Chattogram Bangladesh.

Address S Khulshi Rd, location:7-14, Nikunja Housing Society, 4225, Chattogram, Bangladesh | **Website** https://www.portcity.edu.bd/

08/11/2010 – 02/11/2014 Chattogram, Bangladesh

Diploma Engineering In C.S.E Chattogram Polytechnic Institute

Address Chattogram Polytechnic Institute, 4209, Chattogram, Bangladesh | **Website** https://www.ctgpoly.gov.bd/

01/01/2005 – 12/06/2007 chattogram, Bangladesh

S.S.C(Secondary School Certificate) in Science Kapasgola City Corporation Girls` High School

Address Chakbazar Kapasgola road, 4203, chattogram, Bangladesh | **Website** https://kccghs.edu.bd/

01/09/2018 – 30/12/2018 chattogram, Bangladesh

Graphics Design Bangladesh-Korea Technical Training Center (BKTTC)

Achieved Units of competencies through a training program.

Address Area : Chittagong Polytechnic Campus Post-Chittagong Polytechnic Institute, 4209, chattogram, Bangladesh | **Website** www.chittagongttc.gov.bd

01/01/2013 – 01/06/2013 Chattogram , Bangladesh

Graphics Design Mohila Technical Training Centre (MTTC)

Address Polytechnic Rd, 4209, Chattogram , Bangladesh | **Website** http://cmttc.chittagong.gov.bd/

12/11/2011 – 12/02/2012 Chattogram, Bangladesh

Microsoft offfice Computer Garden and IT Institute

Address Chowkbazar, Abdul Motaleb Market,Gulzer Circle, 4203, Chattogram, Bangladesh | **Website** https://bd.linkedin.com/in/muminul-huqe-shamse-a2201a23

29/12/2024 – 31/12/2024 Chattogram, Bangladesh

Certificate in Graphics Design-Level-3 NSDA

RPL Based Training
Skills & Expertise:
✔ Logo Creation & Branding.
✔ Banner & Poster Design,Typography & Text Styling.

Website https://nsda.gov.bd/ | **Level in EQF** EQF level 2 | **Valid until** 01/01/2030

28/12/2024 – 29/12/2024 Chattogram, Bangladesh

Certificate in Computer Operation-Level-3 NSDA

Manage, troubleshoot, and optimize computer systems.

Website https://nsda.gov.bd/ | **Level in EQF** EQF level 2 | **Valid until** 29/12/2029

LANGUAGE SKILLS

MOTHER TONGUE(S): Bangla

Other language(s):

English

  Listening C2
Spoken production B1
  Reading C2
Spoken interaction B1
  Writing C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Hard working | Good listener and communicator | Team-work oriented | Organizational and planning skills