



## CURRICULUM VITAE

### AKRAM

Contact Info: Email: [akram007dhk@gmail.com](mailto:akram007dhk@gmail.com)

Mobile: 01400997463

Merul, Badda, Dhaka-1212

I am seeking employment with a company where I can grow professionally and personally. I also seek challenging opportunities where I can fully use my skills for the success of the organization and want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. Finally, I can serve your organization and establish a career for myself.

### PRESENT POSITION

#### POSITIONS

**Content Writer & IT Supporter**

#### Institutions

**ITserviceBD.com**

Content writer & Asst. Manager  
DIT Project, Merul, Badda,  
Dhaka, Bangladesh  
Period: 01 July 2022 to Till now

### ACADEMIC QUALIFICATIONS

#### DEGREES

**B.S.S (Hons.) in Economics**

#### INSTITUTIONS

**Tejgoan College**

Department of Economics, Tejgoan Dhaka,  
Bangladesh (4th year exam done, waiting  
for result)

**Higher Secondary Certificate (HSC)**

**Baligaon Amzad Ali College**

Department of Humanities, Point 3.75 out of 5  
August 09, 2015

**Secondary School Certificate (SSC)**

**Arial Swarnamoyee High School**

Department of Science, Point 4.38 out of 5  
May 05, 2013

## OTHER SOCIAL AND RESEARCH INVOLVEMENTS

### Member

### Tejgaon College

Career Success Program (CSP)

Workshop on Communication Skills (WCS)

Workshop on Presentation Skills (WPS)

## PAST POSITIONS

### POSITIONS

S.P.O (Sales Promotion Officer)

### INSTITUTIONS

ABS Water Technology

Devices or Processes Controlling Activities

Middle Badda (Link Road), Dhaka

Period: August 01, 2017 to October 31, 2018

Asst.Manager

Tilottoma Enterprise

Nawbappur,Dhaka

Period: November 15, 2016 to July 31, 2017

## BASIC COMPUTER SKILLS

### ❖ MS Office

Word, Excel, PowerPoint, Internet Browsing

### ❖ Google Drive

Docs, Drive, Forms, Gmail, Sheets

### ❖ Spreadsheets

Excel, Google Drive, Open Office, pivot tables, vertical lookups

### ❖ Email Gmail,

mail merge, filters, folders

### ❖ Presentations

PowerPoint, Google slides, Tableau, Keynote

### ❖ Operating systems

Mac OS, Microsoft Windows

## LANGUAGE COMPETENCIES

Bengali (Mother Tongue)

English (Near Native)

## PERSONAL INFORMATION

Full Name : Akram Hossain  
Father`s Name : Moazzem Hawlader  
Mother`s Name : Asia Khatun  
Religion : Islam  
Blood Type : B+( positive)  
Marital Status : Unmarried  
Citizenship : Bangladesh  
Permanent Address : Village Arial, Post Office: Arial Bazzar-1520  
Police Station: Tongibari, District: Munshigonj  
Bangladesh.

### Declaration:

I, the undersigned certify that to the best of my knowledge and belief this CV correctly describe myself, my qualifications also my experience and I am available to undertake the assignment in case.

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Signature