Personal Information

\* NAME - S.M SARWAN KABIR

\* DOB - 7/12/1988

\* GENDER - MALE

\* NATIONALITY - BANGLADESHI

Address

\* CURRENT ADDRESS : Soraquome House, Dargah Moholla, Sylhet, Bangladesh

\* PERMANENT ADDRESS : Soraquome House, Dargah Moholla, Sylhet, Bangladesh

CONTACT INFORMATION

\* Mobile : 0088 - 01711336915

\* Email : sarwan88kabir@gmail.com

CAREER OBJECTIVE

\* To build a career that encounter challenge and creativity.

\* To be professional in team work to enrich decision making ability.

\* To build my life in the light of honesty, integrity, dynamism and to develop both the psychological and organizational position.

\* To gain practical experience that can be used for further improvement of the organization as well as for development work.

\* To work with an organization and prove my potential through hard work, efficiency, enthusiasm,

 confidence and determination.

Qualification

\* O LEVEL (2005) under Edexel International

\* A LEVEL (2007) under Edexel International

\* HON in BA at Guildhall College, London, UK (2008 to 2010) (Not Completed)

\* BBA at Metropoliton University, Sylhet, Bangladesh (2011 to 2013) (Not Completed)

\* HON in English at North East University, Sylhet, Bangladesh (2014) (Not Completed)

WORK EXPERIENCE

\* Self- employed, extensive experience on running my own business establishment since 2009

\* Freelance article writer since 2011

\* Script Writer at Chalkdust Studio, Dhaka (November 2016 to Present)

\* Senior Business Associate at Prekkha Bangladesh, Sylhet (January 2016 to Present)

\* Teacher’s Assistant at Anandaniketan School,Sylhet (November 2013 to May 2014)

\* Customer Service/Telephone Operator at Indian Pride Restaurant, Manchestar, England ( May 2009 to February 2010)

\* Customer Service/Telephone Operator at Samarkand Take Away, Bangor, Wales ( 2008 Dec to March 2009)

\* Sales Representative of Avon Products Inc , London UK ( March 2008 to November 2008)

OTHER EXPERIENCE

\* Extensive Experience of working in a team and providing quality service

 to customers and achieving excellent Customer Communication skill,

 developed while living and working in England.

\* Fluent speaking and writing skills in English as part of my two years of living,

 studying and job experiences in the United Kingdom.

\* All of my work experiences have involved working within a team-based culture.

 This involved planning, organization, coordination and commitment allowing me

 to achieve negotiating and problem solving skills.

\* I have extensive facebook page management experience.

SKILLS

\* Fluent in speaking Bengali, English, Sylheti and Hindi

\* Fluent in writing English and Bengali

\* Excellent Computing skills

\* Excellent in the use of Internet

\* Excellent Communication skills

\* Organized and Disciplined

\* Ability to Adapt under any circumstance

\*Ability to work under pressure

INTERESTS AND HOBBIES

\* Sports

\* Computer Games

\* Internet

\* Reading

\* Music

\* Travelling

\* Mountaineering

\* Current National and International Affairs

\*Community Service

ACTIVITIES

\* Worked as a volunteer for Muslim Aid.

\* Played cricket and football for school team

\* Volunteer at social & cultural activities