

Curriculum Vitae



Abu-saeid

Phone: 01977591142

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Career Objective:

To obtain a responsible position in a reputed organization where I can utilize my educational background, professional skills, and work experience to contribute effectively, while developing myself as a dedicated and skilled professional.

Education:

Institution	Degree / Examination	Result / CGPA / GPA	Year
Sonargoan University	B.Sc. in Civil Engineering (Running)	Running (third year)	
Dhaka Polytechnic Institute	Diploma in Architecture	CGPA: 3.13 (Out of 4:00)	2019
Fulkucha High School	SSC (Technical) Building Maintenance	GPA: 3.13 (Out of 5:00)	2015

Work Experience:

I have more than 6 years of professional experience in the field of teaching and administration. From January 2019 to December 2024, I worked at Hannania Hafizia Madrasa, Begunbari, Tejgaon, Dhaka, a reputed educational institution. My responsibilities included:

- Teaching various subjects with dedication and discipline.
- Managing administrative responsibilities.
- Performing all computer-related official tasks.
- Guiding students and solving their problems effectively.

Skills:

- Computer proficiency: MS Word, Excel, PowerPoint, IT solutions.
- German Language: **A2 Certificate, B1 Running.**
- Internet browsing & information analysis.
- Strong communication, presentation and problem-solving ability.

Achievements:

- Awarded "Best Teacher" in 2023 at Hannania Hafizia Madrasa.
- Secured 1st place in Teacher Training (Nurani Ishaatul Quran Board, 2019)

Personal Information:

Name : Abu-Saeid
Father's Name : Mustafa Zaman
Mother's Name : Sanuara Begum
Age : 27 years
Height : 5 ft 5 inch
Village : Amirty
Union : 9 no Goshier Para
Thana : Melandah
District : Jamalpur
Hobbies : Traveling, Reading Books, Fishing, Bathing in the river.

Reference:

1.	2.	3.
Mrs. Lakhi Akter Ex. Instactor, Electronics Dhaka Polytechnic Institute Phone no: 01703047640	Muhammad Ali Azam Khan Mojahadi Instactor, Bangladesh Institute Glass and Ceramics. Phone no : 01716132719	Mufti Jakaria Mahmud Principal, Hannania Hafizia Madrasa. Phone no:01812136788

Abu- Said

Signature

To

Respected Sir/Madam,

Assalamu Alaikum,

I am Abu Said, writing to apply for the position of General Teacher at your esteemed institution. Based on my education, professional experience, and skills, I strongly believe that I am a suitable candidate for this role.

I am currently pursuing a **B.Sc. in Civil Engineering**. Prior to this, I completed a **Diploma in Architecture** from **Dhaka Polytechnic Institute** (CGPA 3.13). In 2015, I obtained my **SSC (Technical) in Building Maintenance** with a GPA of 5.00.

Alongside my academic journey, I have been engaged in teaching and administrative work for more than six years. At **Hannania Hafizia Madrasa**, I successfully carried out teaching responsibilities, computer-related tasks, and administrative duties. In 2023, I was honored with the **"Best Teacher Award."** Additionally, in 2019, I secured **first place in a Teacher Training Program** organized by the **Nurani Ishaatul Quran Board**.

My key skills include:

- Proficiency in Computer Applications (MS Word, Excel, PowerPoint) and IT solutions
- Internet browsing and data analysis
- Strong communication and problem-solving skills with students
- Certified in **German Language (A2 level)** from Goethe-Institut Dhaka, Dhanmondi, and currently studying at **B1 level online**
- Dedicated volunteer of the **Bangladesh Red Crescent Society**

I am confident that my education, experience, and skills will contribute positively to the development of your institution. I am eager to join your team and serve with sincerity, honesty, and dedication.

Thank you very much for your kind consideration.

Sincerely,

Abu-Said

Abu-Said

Mobile: 01977591142

Email: abusaeid530@gmail.com