

# MD NORUL AZAM

1 9 9 3 - P R E S E N T



## SUMMARY

To work in an organisation which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organisation.

## CONTACT



### Phone

+8801829336200



### Email

mnorulazam@gmail.com



### Address

North Madarsha (4336),  
Hathazari, Chattogram,  
Bangladesh.

## SOFT SKILLS

- Active Listening
- Management Skills
- Team Work
- Critical Thinking
- Interpersonal Communication
- Problem Solving

## HARD SKILLS

- Ms Office
- Internet Browsing, Email System
- Common Operating Systems
- Data Entry & Analysis
- Social media platforms

## LANGUAGES

Bengali

English

Arabic

Hindi

## EXPERIENCE

### Administrative Assistant

2015

#### Private Company

- Provides administrative support to ensure efficient operation of office.
- Exhibits polite and professional communication via phone and e-mail.
- Supports team by performing tasks related to organization and strong communication.

### Assistant Teacher

2015 - 2020

#### High School

- Prepare classroom equipment and instructional materials for lessons. Instruct students in proper classroom procedures and behavior.
- Perform recordkeeping duties associated with the classroom including attendance and grade calculation.
- Collaborate with teachers and parents on a regular basis regarding student progress.

## EDUCATION

### Master's of Business Administration (MBA)

2018-2019

#### National University

- Department of Accounting  
CGPA - (3.13/4)

### Bachelor of Business Administration (BBA)

2013- 2017

#### National University

- Department of Accounting  
CGPA - (3.07/4)

## CERTIFICATION

- Spoken English from Speakers Council.
- APTIS from British Council.
- ICT Training from UITRC.
- PBM from SESIP.
- Digital Marketing from Govt. ICT Division, BD.