05 January 2019

To

The Registrar

Britannia University,

Paduar Bazer, Bishwa Road, Cumilla.

Subject: Prayer for the post of an English Lecturer.

Dear Sir,

I am writing to apply for the post of an English Lecturer Teacher as advertised in the Daily Star on 20 December 2019. I hope my academic qualification, experience and other skills fulfill the requirements for the job. I enclose here with my detailed CV, photos, academic certificate and other necessary papers for your kind consideration.

I, therefore, look forward to hearing from you for appearing at the selection test.

Yours obediently

(Khaled Khan Limon )

**Enclosure:**

1. CV
2. Attested photocopies of all academic certificates
3. 2 copies passport size photos

***Resume***

***Of***

***Khaled Khan Limon***

**CAREER OBJECTIVE:**

In the beginning of my career I'm highly desired to work in a reputed organization where I shall be able to explore my capabilities and gradually develop knowledge, skill and abilities to perform duties and responsibilities efficiently and effectively to add values to my organizations where I will find ample scope and opportunity to work and to promote to a significant position.

**PERSONAL INFORMATION:**

Father’s Name : Abdul Khalek Khan

Mother’s Name : Jannatul Ferdaous

Present Address : Vill: Laxsminarianpur, P.O: Maijdee court

P.S: Sadar, Dist: Noakhali.

Permanent Address : Vill: East Sullikia, P.O:North obda

P.S: Sadar, Dist: Noakhali.

Date of Birth : 28 February 2000

Marital Status : Single

Nationality : Bangladeshi (My birth)

Religion : Islam

Contact No : 01837860550

Email : princelimon38@gmail.com

Blood Group :

Sex : Male

**EDUCATIONAL & QUALIFICATION:**

**Master of Law, (LLM) :**

Session: 2023-2024

CGPA : 3.80

University Name: Britannia University, Cumilla

**Legum Baccalaureus, (LLB)Hon`s :**

Session : 2019-2023

CGPA : 3.50

University Name: Britannia University, Cumilla.

**Secondary School Certificate (S.S.C) :**

School Name : Adarsha High School, Noakhali

Name of Group : Humanities

Board : Cumilla Board

Passing year : 2017

Result Obtained : GPA- 3.18

**Higher Secondary School Certificate (H.S.C) :**

College Name : Lalmai Government College

Name of Group : Humanities

Board : Cumilla Board

Passing year : 2019

Result Obtained : GPA- 3.42

Interests : Teaching, Reading, Writing, Travelling.

Writter : Essential of English.

**Training :**

* Application course on computer from “Oxford Computer”, Noakhali.
* “International Friendship Project-2016”, Youth and Development Department,

Bangladesh Red Crescent Society.

* Rotary Youth Leadership Award (RYLA)-2011

**Computer Skill :**

* MS Word, MS Excel, MS PowerPoint, SPSS

**Language Proficiency:**

* Bangla - Mother Tongue
* English - Excellent
* Hindi - Excellent

**Community Activities :**

* Member, Rotaract Club of RDN.
* Vice-President, Management Club, Noakhali Govt. University.
* Member, Red Crescent Society, Maijdee Court, Noakhali
* Member, Progoti Blood Donation Committee, Noakhali Govt. University.

**Leadership Skill :**

* Program Coordinator of LLB orientation ceremony 2019.
* Coordinator, Dept. of LLB, Noakhali Govt. University.
* Event coordinator of departmental several cultural activities.
* Assisting in departmental modification and development.

**Professional Experience :**

* Working as an Assistant Teacher (English), Holy Child International College,

Uttara, Dhaka. Since January 2016.

* Now I am Teacher of Noakhali Govt. College till.
* Working as Nitol Motors Limited Officer (Operating Division), October 2016-2017

Responsibilities: 1.Documentation and registration regarding customer service. 2. Credit

collection from existing customer, 3. Inspection and regular visit for new client.

**Reference :**

Umme Rabeya Mili Dr. Milan Hossain

Lecturer, Department of English Dean, Department of law

Britannia University, Cumilla. Britannia University, Cumilla

Email : [mili859@gmail.com](mailto:mili859@gmail.com) Email : [milonbyc@yahoo.com](mailto:milonbyc@yahoo.com)

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.