To

Managing Director/ Principal

Abdul Kadir Mollah City College

Sub:- Prayer for the post of Hostel Super.

**From:**

**Md.Shahidul Islam**

M.Com(Accounts)

Choice: Admin,Hostel Supervisor, Restaurant manager,

E-Mail: [cosmicskhan2011@gmail.com](mailto:cosmicskhan2011@gmail.com)

Tel: 01682534510

I thrive on challenges and ambitions goals. My greatest strength is the ability to continue my analytical skills with well developed interpersonal skill. I can build and maintain high quality relationships.

I am a committed and enthusiastic candidate seeking become a Admin, hostel supervisor in an reputed organization.

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| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Year** | **Duration** |
| M.Com | Commerce | Jagannath College | 2nd Class | 1996 | 2 Year |
| B.com | Commerce. | Omar Gani MES College | 2nd class | 1993 | 2 year. |
| H.S.C | Commerce. | Sonaimuri Degree College | 2nd class | 1991 | 2 year. |
| S.S.C | Commerce | Chatkhil pachgaon gupta high School. | 2nd class | 1989 | 10 Year. |

**Education:**

**Employment History:**

**Monno International School & college**

Company Location : Manikgonj

Department: Hostel Super cum Teacher





Have to maintain cadet’s/student’s block supervision like student’s attendance after evening, ensuring reading room presentence

Dining room, Mobile laptop restriction after 10 pm, Follow up dally bazar, Kitchen room main cook instruction about daily meal, have to maintain student’s contact number, guardian contract number ensuring daily class present by mobile phone message.

Alert about room fan, light, switch control when they left at dormitory.

Conduct local doctor when necessary.

Weekly clean ship day maintain

Checking student’s room at mid night, sometime checking their luggage by the concern of principal if any suspect about drug.

Daily update report prepared like total meal, students absent, present, guest meal, and bazaar, Maintain Company accounts.

p**ersonal Information:**

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| Father's Name | : | Abdul Malek |
| Mother's Name | : | Mrs Rashida Khanam |
| Date of Birth | : | June 30, 1974 |
| Gender | : | Male |
| Marital Status | : | Married |
| Nationality | : | Bangladeshi |
| National Id No. | : | 19746826012657357 |
| Religion | : | Islam |
| Permanent Address | : | **818/1, Poschim gaon,Sahapara,post+ps-Laksham, Dist-Comilla.** |
| Present Address |  | **217,East Bramondi, Narsingdi Sadar,Narsingdi** |

**Key Skills:**

MS Word,MS Excel, Knowledge of Email and Internet .

**Reference: Reference: Reference: Dr.Mahmudul Hasan Brig.General A.K.M Sadat Hossain Chy Akter ferdoushi Konika**  PSC,NDC,Artillary (8 Long Course)

Ex Principal Army H /Q

Monno Int’l School & College Dhaka Can’t Head mistress

Manikgonj Dhaka. Ariora Govt.Primary School

Tel: 01712-523170 Relation: Cousin Relation: Sister

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