Md. Kawsar Sheikh

Address   : Khanpur, Sherpur, Bogura
Contact No   : +880 1774 108710 (WhatsApp)
Email   : kawsar.official88@gmail.com
Website   : kawsarsheikh.com

Career Objective

To obtain a position in the field of Information Technology where I can apply my technical knowledge and problem-solving skills to support organizational growth, enhance system efficiency, and develop myself into a competent and successful IT professional.

Academic Information

BACHELOR OF Arts (B.A)

Graduation going on under National University.

HIGHER SECONDARY CERTIFICATE (H.S.C)

Institution   : Sherpur Government College, Bogura.
Group   : Humanities
Result   : 4.50 (Out of 5.00)
Board   : Rajshahi
Passing Year   : 2022

SECONDARY SCHOOL CERTIFICATE (S.S.C)

Institution   : M.A Kuddus High School, Gazipur.
Group   : Science
Result   : 4.50 (Out of 5.00)
Board   : Dhaka
Passing Year   : 2020

Achievements

Certificate in Competency Based Assessment Methodology, Level-4

Computer Operation Level-3 (Under NSDA)

Computer Operation Level-3 (Under BTEB)

Certificate in Graphic Design (BTEB)

Certificate in Office Application (BTEB)

Virtual Assistant

Skills

- Team Work
- Provide Leadership
- Creativity
- Computer Hardware & Software
- Troubleshooting
- OS Expert
- CSS
- Contigency Management Skill

Experience

➢ **CYBERTECH Computer Training Institute, Bogura.**
Designation : **Procurement Officer**
Responsibility : Manage Documentation of RFQ.
Duration   : **04/02/2025 To 23/10/2025**

➢ **CYBERTECH Computer Training Institute, Bogura.**
Designation : **Instructor**
Responsibility : Conducting Computer Operation Level-3 Course
Duration   : **01/07/2024 To 23/10/2025**

➢ **CYBERTECH Computer Training Institute, Bogura.**
Designation : **Instructor**
Responsibility : Coordinate Office Application & Database Programming Course
Duration   : **01/01/2024 To 30/06/2024**

➢ **Sherpur Air Travels, Sherpur, Bogura.**
Designation : **Computer Operater**
Duration   : 01/05/2020 To 15/12/2023

Personal Information

Name   : Md. Kawsar Sheikh

Father's Name : Md. Safiqul Islam

Mother's Name : Mst. Jharna Begum

Present Address : Rahman Nagar, Bogura Sadar, Bogura.

Permanent Address : Khanpur, Sherpur, Bogura.

Date of Birth   : 03th September 2005

Religion   : Islam

Nationality   : Bangladeshi (By Birth)

NID No   : 8724942803

Board of Intermediate and Secondary Education Rajshahi Bangladesh

RBCC Serial No. 222-094604

Serial No. RB 22- 0231546

Roll No. 271950

Registration No. 1710637947/2020-21

Code & Centre 428 - Sherpur-2

Higher Secondary Certificate Examination - 2022

This is to certify that

Md. Kawsar Sheikh

son/daughter of

Md. Safiqul Islam and Mst. Jharna Begum

of

Sherpur Government College, Bogura

duly passed the Higher Secondary Certificate Examination in

Humanities group

held in the month of November-December, 2022 securing GPA 4.50 in the scale of 5.00 .

Date of passing: Rajshahi, February 8, 2023.

-Controller of Examinations

Note: This Certificate is issued without any alteration or erasure.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, DHAKA
BANGLADESH

Serial No. DBSC 20 **0205252**

DBCSC **20306506**

Registration No. _1710637947 /2018_

SECONDARY SCHOOL CERTIFICATE EXAMINATION, 2020

This is to Certify that   Md. Kawsar Sheikh

Son / Daughter of   Md. Safiqul Islam

and   Mst. Jharna Begum

of   Konabari M. A. Kuddus High School

bearing Roll   Konabari   No.   22 01 36   duly passed the

Secondary School Certificate (SSC) Examination in   Science   group and secured

G.P.A **4.50**   on a scale of 5.00 .

His/Her date of birth as recorded in his / her registration card is _Third September Two Thousand Five._

Dhaka
Date of Publication of Results : **May 31, 2020.**

Controller of Examinations

Note : This Certificate is issued without any alteration or erasure.

Date: 15 December 2023

Work experience letter

To whomever, it may concern

The certificate is presented to Md. Kawsar Sheikh, Son of Md. Safiqul Islam & Mst. Jharna Begum.

For the experience he has obtained from our organization during their job tenure between 01 May 2020 and 15 December 2023 As a Computer Operator, I acknowledge his employment with our organization. I hereby testify that the employee has been associated with us and gained experience as Computer Operator.

The employee has proved his potential and is efficient to proceed further in this position. He keeps updated and is ready to adapt to new changes easily. It was a good experience working with Md. Kawsar Sheikh. Wish him great success in his future endeavors.

Md. AFAmin
(Manager Sherpur Branch)
Sherpur Air Travels

Date: May 07, 2025

EXPERIENCE CERTIFICATE

To Whom It May Concern,

This is to certify that Mr. Kawsar Sheikh has been serving as a Junior Instructor at **CYBERTECH Computer Proshikhon Kendro** since January 1, 2024.

From January to June 2024, he worked as the course Instructor for the Basic Trade (360 Hours) – Computer Office Application program, where he was responsible for delivering hands-on training in MS Word, Excel, PowerPoint, MS Access, Visual Basic, Advance Internet and basic computer operations.

Since July 2024, he has been continuing his Instructional duties under the Computer Operation Level-3 (NSDA) course, focusing on advanced office applications, file management, system handling, and basic troubleshooting.

During his tenure with us, Mr. Kawsar Sheikh has consistently demonstrated strong technical knowledge, excellent communication skills, and a sincere dedication to teaching. His methodical approach, patience with learners, and ability to adapt to modern instructional techniques have made him a valued asset to our training center.

We have found him to be professional, punctual, and highly cooperative in all aspects of his role. His contribution to student development and institutional standards is genuinely appreciated.

We wish him every success in his future professional pursuits.

Mohammad Ali Zahid
Principal
CYBERTECH Computer Proshikhon Kendro
Mobile: +880 1922 808090

Bangladesh Technical Education Board, Dhaka

Certificate in National Skill Standard Basic Course Examination, 2024

SL No- 6650617

Registration No. 3024015297

Session. JAN - JUN, 2024

This is to certify that **Md. Kawsar Sheikh**

son/daughter of **Md. Safiqul Islam** (Father)

and **Mst. Jharna Begum** (Mother)

of **Cybertech Computer Proshikkon Kendro, Bogra**

duly passed the National Skill Standard Basic (360 Hrs) 6 Months Course

Examination in **Graphics Design and Multimedia Programming**

held in the month of **September, 2024** He/She secured Grade **A+**.

Date of Publication of Result: 23 December, 2024

Date of Issue : 23 February, 2025

Compared by

Deputy / Controller of Examinations

This Certificate is issued without any alteration or erasure

Bangladesh Technical Education Board, Dhaka

Certificate in National Skill Standard Basic Course Examination, 2023

SL No- 6310199

Registration No..... 3002316776

Session..... JUL - DEC, 2023

This is to certify that **Md Kawsar Sheikh**

son/daughter of **Md Safiqul Islam** (Father)

and **Mst Jharna Begum** (Mother)

of **Cybertech Computer Proshikkon Kendro, Bogra**

duly passed the National Skill Standard Basic (360 Hrs) 6 Months Course Examination in **Computer Office Application**

held in the month of **January, 2024** He/She secured Grade **A+**.

Date of Publication of Result: 24 March, 2024

Date of Issue : 12 June, 2024

Compared by

Deputy / Controller of Examinations

Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

on

Competency Based Assessment Methodology, Level- 4

is awarded to

Md. Kawsar Sheikh

Father's Name: **Md. Safiqul Islam**, & Mother's Name: **Mst. Jharna Begum**, bearing National ID/Birth Registration No: 8724942803 for successful completion of the following units of competency under National Skill Qualification Framework; NSQF (BNQF Level 1-6):

- ⊘ Apply ICT to facilitate training and assessment
- ⊘ Apply Occupational Safety and Health (OSH) in CBT&A environment
- ⊘ Design and develop competency based assessment
- ⊘ Organize and conduct competency based assessment
- ⊘ Work effectively within TVET sector

Serial No.   : NSC-T&A-CBAM-L4-001795
Registration No. : RPL-T&A-CBAM-L4-002555
Result Published On: 21-12-2024
Valid until   : 20-12-2029

Nasreen Afroz
Executive Chairman, NSDA

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
প্রধান উপদেষ্টার কার্যালয়
জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ (এনএসডিএ)

জাতীয় দক্ষতা সনদ
কম্পিটেন্সি বেইজড অ্যাসেসমেন্ট মেথডোলজি, লেভেল- ৪

মোঃ কাওছার শেখ

পিতাঃ মোঃ শফিকুল ইসলাম, মাতাঃ মোছাঃ ঝরনা বেগম, জাতীয় পরিচয়পত্র / জন্ম নিবন্ধন নম্বরঃ ৮৭২৪৯৪২৮০৩ কে ন্যাশনাল স্কিলস কোয়ালিফিকেশন ফ্রেমওয়ার্ক; এনএসকিউএফ (বিএনকিউএফ ১-৬) এর অধীনে নিম্নোক্ত কম্পিটেন্সি ইউনিটসমূহ সফলভাবে সম্পন্ন করায় জাতীয় দক্ষতা সনদ প্রদান করা হলো:

- ⊘ Apply ICT to facilitate training and assessment
- ⊘ Apply Occupational Safety and Health (OSH) in CBT&A environment
- ⊘ Design and develop competency based assessment
- ⊘ Organize and conduct competency based assessment
- ⊘ Work effectively within TVET sector

ক্রমিক নম্বর : NSC-T&A-CBAM-L4-001795
রেজিস্ট্রেশন নম্বর : RPL-T&A-CBAM-L4-002555
ফলাফল প্রকাশের তারিখ : ২১-১২-২০২৪
মেয়াদোত্তীর্ণের তারিখ : ২০-১২-২০২৯

নাসরীন আফরোজ
নির্বাহী চেয়ারম্যান, এনএসডিএ

Government of the People's Republic of Bangladesh

Prime Minister's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

on

Computer Operation, Level- 3

is awarded to

Md. Kawsar Sheikh

Father's Name: **Md. Safiqul Islam**, & Mother's Name: **Met. Jharna Begum**, bearing National ID/Birth Registration No: **8724942803** for successful completion of the following units of competency under National Skill Qualification Framework; NSQF (BNQF Level 1-6):

- ⊘ Carryout Communication with Clients
- ⊘ Comply to Ethical Standards in the ICT Workplace
- ⊘ Operate a Personal Computer
- ⊘ Perform Basic Maintenance and Troubleshooting
- ⊘ Prepare a Document Using Word Processor
- ⊘ Prepare a Presentation
- ⊘ Prepare a Spreadsheet
- ⊘ Type Text and Documents in English and Bangla
- ⊘ Use Internet and Access Resources

Serial No.   : NSC-ICT-CO-L3-002440
Registration No.   : RPL-ICT-CO-L3-002232
Result Published On: 14-07-2024
Valid until   : 13-08-2029

Nasreen Afroz
Executive Chairman, NSDA

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
প্রধানমন্ত্রীর কার্যালয়
জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ (এনএসডিএ)

জাতীয় দক্ষতা সনদ
কম্পিউটার অপারেশন, লেভেল- ৩

মোঃ কাওছার শেখ

পিতাঃ মোঃ শফিকুল ইসলাম, মাতাঃ মোছাঃ ঝর্না বেগম, জাতীয় পরিচয়পত্র / জন্ম নিবন্ধন নম্বরঃ ৮৭২৪৯৯৪২৮০৩ কে ন্যাশনাল স্কিলস কোয়ালিফিকেশন ফ্রেমওয়ার্ক; এনএসকিউএফ (বিএনকিউএফ ১-৬) এর অধীনে নিম্নোক্ত কম্পিটেন্সি ইউনিটসমূহ সফলভাবে সম্পন্ন করায় জাতীয় দক্ষতা সনদ প্রদান করা হলো:

- ✓ Carryout Communication with Clients
- ✓ Comply to Ethical Standards in the ICT Workplace
- ✓ Operate a Personal Computer
- ✓ Perform Basic Maintenance and Troubleshooting
- ✓ Prepare a Document Using Word Processor
- ✓ Prepare a Presentation
- ✓ Prepare a Spreadsheet
- ✓ Type Text and Documents in English and Bangla
- ✓ Use Internet and Access Resources

ক্রমিক নম্বর	: NSC-ICT-CO-L3-002440
রেজিস্ট্রেশন নম্বর	: RPL-ICT-CO-L3-002232
ফলাফল প্রকাশের তারিখ	: ১৪-০৭-২০২৪
মেয়াদোত্তীর্ণের তারিখ	: ১৩-০৮-২০২৯

নসরীন আফরোজ
নির্বাহী চেয়ারম্যান, এনএসডিএ

Bangladesh Technical Education Board,Dhaka

Registration No : 14208252023000019

Session/Year: 2023

This is to certify that ___ **Md.kawsar Sheikh** ___

son/daughter of ___ **Md.safiqul Islam** ___ *and*

___ **Mst.jharna Begum** ___ *duly*

completed the competency requirements under the National Technical & Vocational Qualification Framework(NTVQF)and completed the following units of competency for **National Skill Level-III in Computer Operation , in NTVQF Level-III .**

- ✓ Perform Effective Workplace Interaction
- ✓ Use Internet Resources
- ✓ Maintain Occupational Safety and Health (OSH) in IT Workplace
- ✓ Perform Basic System Operation and Setting
- ✓ Type Text in English and Bangla Maintaining Standard Speed
- ✓ Prepare Document Using Word Processor
- ✓ Prepare and Manipulate Spreadsheet
- ✓ Prepare Presentation Using Software
- ✓ Perform Basic Maintenance of System and Printer

Date of Issue: 01 December, 2023
Validity : 5 (Five) years from issuing date

___
Deputy / Controller of Examinations