

A S S I G N M E N T

Composition and Communication Skills

Course Code: ENG 102

Submitted To

Tahmina Begum
Course Instructor,
Composition and Communication Skills
Department of English
East-West University of Bangladesh

Submitted by

S. M. Benzir Ahmed
Department of Business Administration
East-West University of Bangladesh

East-West University of Bangladesh
December 11, 2005

150/1, Azimpur Road
Dhaka

11 December, 2005

The Editor
The Daily Prothom-Alo
CA Bhaban, Karwan Bazar,
Dhaka

Dear Editor:

This is in response to your advertisement for a reporter, as published in the Daily Prothom-Alo on 05 December, 2005. I feel I am suitable for the job you have advertised and will come up to your expectations.

I am a Business graduate from East-West University. I have passed with a CGPA of 3.45. I am proficient in both written and spoken English and Bangla. I am also a keen debater and an actor. I've won several prizes for these activities. In addition I've good knowledge of computers and illustration.

I have attached my C.V. and other relevant documents. If you need more information, please let me know. I would be pleased to meet you for an interview at your convenience. I can be contacted at my phone: 0175 079426 or you can email me at: friendshaon@yahoo.com.

I look forward to hearing from you soon.

Thank you.

Sincerely yours,



S. M. Benzir Ahmed

S. M. Benzir Ahmed
 150/1 Azimpur Road
 Dhaka
 Phone # 0175 079426
 eMail # friendshaon@yahoo.com
 Web # <http://www.shaon.net.tc>

Education	Bachelor in Business Administration (BBA) Major in Marketing and MIS CGPA 3.45 Department of Business Administration East-West University Dhaka	2001-2005
	Higher Secondary School Certificate Examination (HSC) CGPA 3.20 Business Studies Group Dhaka City College Dhaka	2000
	Secondary School Certificate Examination (SSC) CGPA 4.50 Business Studies Group Rifles Public School and College Dhaka	1998
Experience	Shuchona Finance Secretary	2004 to date
	Manager Tarunno Network	2005 to date
	Project Director Shuchona Online Forum	2005 to date
	Office Secretary Shuchona Natto Chackra	2004 to date
	Councilor Bangladesh Council for Children Welfare (BCCW)	2005 to date
	Councilor Urban Community Development Project – 5 (UCDP-5) Social Welfare Ministry	2004 to date
	General Secretary East-West University English Conversation Club (EWUECC)	2005 to date

Skills

Fluent in English and Bangla

Proficient in MS-DOS, Windows 98, Windows XP
 MS Word, MS Excel, MS Power Point, MS Front Page
 Macromedia Dreamweaver, Adobe Photoshop, Flash

Acting: Acted in some stage dramas
 Debating: Taken part in some debates
 Reciting: Recited poems in some programs
 Presentation: Presented in some stage shows

Awards and Achievements

Rifles Public School and College	1997-1998
Awarded Certificates of Merit for standing 2 nd in final exam class IX and standing 1 st in Test Exam in class X	
Dhaka City College	1999
Scholarship for achieving 4.50 in SSC examination	
Bangladesh Police	1999
Awarded Money for achieving 4.50 in SSC examination	
Pubali Bank Limited	1999
Awarded Money for achieving 4.50 in SSC examination	
Bisha Shahitto Kendro	2000
Awarded Certificate in Book Reading Competition	
Srijon	1998
Awarded Certificates of merit for standing 3 rd and 2 nd in SSC test MCQ and full test examination	
Shuchona	2004
Worked as a member of editor's panel of a Valentine Day Bulletin released by Shuchona	
Presented in the Sufia Kamal Auditorium, Central Public Library, Bangladesh	2003

Referees

Nahid Hassan Khan
 Vice-Chairman
 Career Counseling Centre
 East-West University, Dhaka
 Email # nhkhan@ewubd.edu

Harunur Rashid Khan
 Associate Professor
 Department of English
 East-West University, Dhaka
 Email # harun@ewubd.edu