

**ANIK MAHMUD**

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**Career Objective**

I would like to utilize my lively and energetic attitude in teaching student with great enthusiasm. With my administrative and institutional abilities, I would also work to perform administrative tasks and responsibilities. I would also like to lead students and to participate in doing constructive programs.

**Education**

**2010-2012: Master Degree in International Business (Taught in English)**

Southeast University, Nanjing, China

**2004-2009: Bachelor of Business Administration (BBA), (Taught in English)**

Specialization: Finance and Accounting

Southeast University, Banani, Dhaka, Bangladesh

**Professional/Scholastic Achievements**

* **Professional Status: University Lecturer**
* Teaching Assistant, Part-time English Teacher
* **International Student Ambassador** of Southeast university, (01-03-2014 to 01-03-2016**)**
* **Attending** many seminars and deliver speeches as a student representative
* **Outstanding Teaching Assistant** for the curriculum *English for Graduate students, Jan 2015*
* **HSK** (Chinese Proficiency Test) Level Iv Certificate
* **HSK** (Chinese Proficiency Test) Level III Certificate
* Certificate of Excellent and Active Volunteer of the year 2008-2009, Southeast University, Dhaka
* Certificate of participation in the “Leadership and Team Building Training”

**Teaching Experience**

**September 2017- onward: Lecturer**

Jiangxi Tourism and Commerce Vocational College

**October 2016- August 2017:Business Lecturer**

Jiangxi Science and Technology Normal University, Nanchang, Jiangxi, China

**October 2015- August 2016: Business Lecturer**

Shaoyang University, Shaoyang, Hunan, China

**September 2014 – June 2015: Professional Teaching Assistant (Business English)**

Southeast University, Nanjing, China

**March 2008 – May 2010: Junior financial officer**

D.K International, Mohakhali DOHS,Dhaka, Bangladesh

**Skills**

* Languages: English: Fluent, Chinese: Moderate, Hindi & Urdu: Fluent
* Capable to work with multicultural and diversified people
* Efficient in documentation, writing and editing journal & reports with multimedia presentation
* Excellent at leadership, decision making, problem solving and consultancy
* Capable of motivating others and getting things done
* Positive mental attitude remarkable analytical ability
* Computer literacy: Good working knowledge of Office Access, Word, Power Point, Excel and Outlook. Trouble Shooting: Sound knowledge about hardware assembling and trouble shooting

**Interests and Hobbies**

Teaching, Reading journal, Sports (Cricket, Badminton), Traveling, and Charity works

**Personal Details**

Nationality: Bangladeshi, Date of Birth: November 21st 1984, Religion: Islam, Marital Status: Married, Blood Group: A+, Height: 171 cm