

Sagor Molla

✉ Email: sagormolla455847@gmail.com

♂ Gender: Male

📍 Location: Little India Central

☎ Phone Number: +8801816885710

🎂 Date of Birth: 1992-11-29

🛂 Visa Status: Foreigner

About Me

I am looking to obtain a position in a vibrant and growing organization that uses my experience as Trainer and skills in presentation and analysis. My objective is to utilize my experience to advance the goals of the organization and to continue developing my skills.

Summary

- 1 year of experience as Trainer
- 1 year of experience as Admin
- Advanced skills in Teaching
- Available to work immediately
- Current salary \$300

Job History

Trainer

📅 1 year of experience

Responsibilities:

- Delivering training on various topics to employees.
- Assessing and evaluating the effectiveness of the training.
- Planning and preparing training materials.

Achievements:

- Successfully increased knowledge retention among employees by creating interactive and engaging training sessions.
- Developed and implemented a new training program for new hires which reduced the time it takes for them to become fully productive.

Admin

📅 1 year of experience

Responsibilities:

- Managed and organized office documentation and files
- Greeted and directed visitors and answered phone calls
- Assisted with scheduling and facilitating meetings

Achievements:

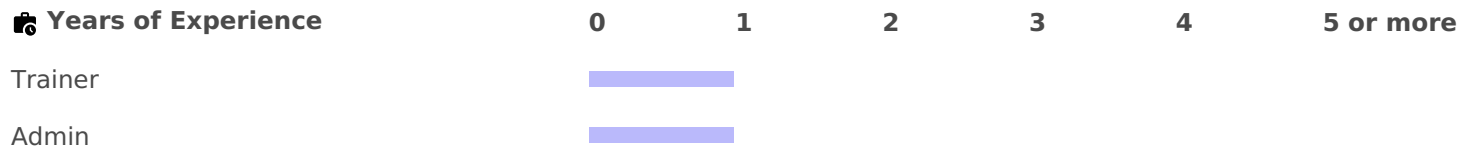
- Developed and implemented a new filing system that improved office efficiency by 20%
- Lowered response time for returning phone calls and emails by 25%

Education / Certificate

📎 Master's Degree and up

📎 Bachelor's Degree

Experience Summary



Skills

