

Mohammad Abdur Rahim Pramanik
Lecturer in English, Jazan University,
Jizan, Saudi Arabia
mohpramanik@gmail.com
00966537792225
14 April 2023

Head of Human Resource Department
University of Tripoli
Lebanon

Application for a full time position of English Language Lecturer/Instructor

Dear Sir/Madam

السلام عليكم ورحمة الله وبركاته

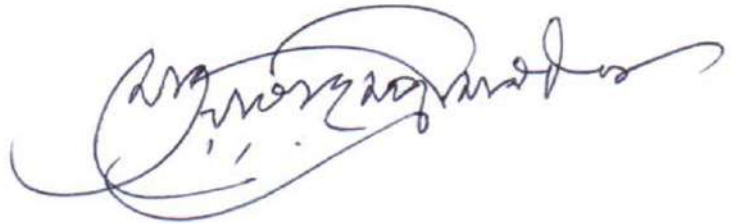
I am writing to apply for a full-time position of English Language Lecturer / Instructor. I graduated from Islamic University, Kushtia, Bangladesh, with a Master's Degree in English Language and Literature in 1997. Since then, I have been teaching general English, Academic English and ESP courses at different universities. Currently, I have been teaching at Jazan University in Saudi Arabia for the last 15 years.

In addition to teaching in classrooms, I have contributed to the department by making Excel workbooks, editing English magazines, leading debate teams, and coordinating the courses. I have also trained the graduating students for IELTS and TOEFL tests.

I consider myself hard-working and well-organized at work. I have always been rated highly by my students and my colleagues. I am willing to adapt myself to the changes in technologies and learning management systems. I hope I will be able to contribute to students' learning and development.

I look forward to hearing from you.

Yours sincerely,



Mohammad Abdur Rahim Pramanik



MOHAMMAD ABDUR RAHIM PRAMANIK

CONTACT / PRESENT WORKPLACE

English Language Institute,
Jazan University, Jizan, Saudi
Arabia 45 142

Mobile: 00966537792225

mohpramanik@gmail.com

EDUCATION

1997

Master's Degree: English
Language and Literature

Islamic University, Kushtia,
Bangladesh

1995

Bachelor's Degree (Honours):
English Language and Literature

Islamic University, Kushtia,
Bangladesh

PROFESSIONAL SUMMARY

As a motivated English lecturer, I have been teaching at Jazan University in Saudi Arabia for 15 years. I have taught General English, Academic English, and ESP courses for the major of Medicine, Engineering, Business, Nursing, and Computer Science. In addition, I have trained graduate students for IELTS and TOEFL tests. I have attended many training sessions about student-centered learning, classroom management, exam script evaluation and making Excel workbooks. My students and colleagues have always rated me very highly. I am willing to adapt myself to the changes in technologies and learning management systems.

WORK HISTORY

December 2008 - Current

Lecturer in English, Jazan University, Jizan, Saudi Arabia

- Have taught general English courses and ESP courses for Medicine, Engineering, Business, Nursing and Computer Science
- Have been course coordinator
- Have been question paper moderator
- Have attended several EdTech seminars
- Conducted online classes using Blackboard and Zoom
- Have been member of examination committee
- Prepared Excel workbooks

September 2002 - July 2008

Lecturer, Manarat Dhaka International College, Dhaka, Bangladesh

- Taught English Literature, including poetry and American novels
- Moderated debate club for English speakers
- Have been convener of syllabus committee

April 2006 - April 2007

Trained Invigilator, British Council, Dhaka

- Achieved valuable experience as a trained invigilator for Cambridge Exams at British Council Bangladesh branch.

January 2002 - January 2003

English Examiner, Bangladesh Open University

- Have examined English exam scripts as an external expert.

SKILLS

- Excel Workbook
- PowerPoint Presentation
- Group leadership
- Classroom management
- Content Writing
- Moderating Debate Club
- Editing English magazines
- IELTS exam preparation

ADDITIONAL INFORMATION

Nationality: Bangladeshi

Date of Birth: 11 November 1975

Father's Name: Mohammad Belayet Hossain

Mother's Name: MST Majeda Khatun

Permanent Address:

Joyonti Hajra, P.O: Shreedham Uttar Shayampur,
P.S: Khoksha, Dist: Kushtia,
Bangladesh - 7021

email: mohpramanik@gmail.com

Cell Phone:

00966537792225 (Saudi Arabia)
008801715362614 (Bangladesh)

REFERENCES

1. Sultan Yahya Tawhari
Co-ordinator, English Courses at Computer Science College,
English Language Institute,
Jazan University, Saudi Arabia
stawhari@jazanu.edu.sa
+966537277448
2. Mohammad Masur Rana
Co-ordinator, English Courses at General Science College,
English Language Institute,
Jazan University, Saudi Arabia
mmasud@jazanu.edu.sa
00966503496199

Kingdom of Saudi Arabia
Ministry of Education
Jazan University



المملكة العربية السعودية
وزارة التعليم
جامعة جازان

رقم المرجع
JUV٦٠٥٤١٤٢٠

التاريخ : ١٤٤٤/٠٩/٠٩ هـ

((مشهد تعريف))

الاسم	محمد عبدالرحيم برامانيك	السجل المدني/الإقامة	٢٢٦٤٠٤٨٤٦٩
الوظيفة	محاضر سنة تحضيرية	المرتبة/الدرجة	١٧ / ٠١
		بداية الخدمة	١٤٢٩/١٢/٢٢

تشهد جامعة جازان بأن المتعاقد الموضح بياناته أعلاه هو احد منسوبيها وأنه لا يزال على رأس العمل حتى تاريخه ، وقد أعطي هذا المشهد بناء على طلبه لتقديره إلى من يهمه الأمر دون أدني مسؤولية على الجامعة .

والله الموفق ،،،

عميد الموارد البشرية

د / منصور حمود محمد عواجي

الختم



* ملاحظة: هذا المشهد آلي عبر نظام التعاملات الإلكترونية.

* أي تعديل أو كشط في المشهد يلغيه.



Master of Arts

This is to Certify that

Mohammad. Abdul Rahim Pramanik

of Sadlam Hossain Hall

obtained the Degree of Master of Arts in

English in this University

at the Examination of 1997 and that he was placed in

the Second class.

*Administrative Building
Kushtia, Bangladesh.*

Vice - Chancellor

VERIFIED & FOUND CORRECT

The 20th November 2008

Muddin
24-11-08
Dr. Md. Moslem Uddin
Registrar
Islamic University,
Kushtia.

Controller of Examinations (In-charge)



AL-INSAF TRANSLATION CENTER

আল-ইনসায়ফ অনুবাদ সেন্টার

TRADE LICENCE NO. 146404,

GOVT. REGD. NO. 2188/2004/534

Head Office : 68-69, Kabbacos Super Market (1st floor), 3-D, Kawran Bazar, Dhaka-1215, Bangladesh, Tel : 9124829, Mobile :

Branch Office : 52, D.C.C Market (1st Floor), Kacha Bazar (Near of Masjid), Gulshan-2, Dhaka, Tel : 9862465, Mobile : 01715-801525

(স্বাক্ষরিত মূল)

২০১০

جامعة الاسلامية

(মনোগ্রাম)

ماجترس في المهارة



بهذا يشهد بان/

محمد عبد الرحيم برامانيك من سادام حسين هول قد حصل اللقب/ ماجترس في المهارة في
لغة إنجليزية بهذه الجامعة في امتحان السنة ١٩٩٧م وقد حصل هو الدرجة الثانية.

...توقيع غير مقرو
نائب السكرتير

...توقيع غير مقرو
مراقب الامتحانات

المبني الإداري
كوستيا، داكا
٢٠٠٨/١١/٢٠

Attested

K. M. Safiqul Islam
Lecturer In Mathematics
Govt. Haraganga College
Munshigonj.



25, 11, 08

Md. Nasirul Islam
Translator
AL-INSAF TRANSLATION CENTER
52, D.C.C Market (1st Floor)
Gulshan-2, Dhaka-1212, Bangladesh

ATTESTED
25.11.08
Advocate Md. Monzur Kadir
Notary Public (Govt. of Bangladesh)
Chamber: 309, Zahed Plaza (2nd Floor)
30, Gulshan-2, Dhaka-1212
Tel: 8837062, Mob: 01711600234

٨١ ٥٩٣ ٦٢٣٦

Pratik

Azlaa H. Al-sabban



Kingdom of Saudi Arabia
Ministry of Education
Jazan University
Preparatory Year Deanship



المملكة العربية السعودية
وزارة التعليم
جامعة جازان
عمادة السنة التحضيرية

Certificate of Appreciation

THIS CERTIFICATE IS AWARDED TO

Mohammad Abdur Rahim Pramanik

IN APPRECIATION FOR HIS VITAL
ROLE AND DISTINGUISHED
PERFORMANCE DURING THE
ACADEMIC YEAR 2016 - 2017.

عميد السنة التحضيرية
د / عبدالله بن أحمد الزغبى

شهادة شكر وتقدير

تتقدم عمادة السنة التحضيرية بجامعة جازان بأسمى
آيات الشكر والتقدير لـ

محمد عبدالرحيم برامانيك

تقديرًا لجهوده المبذولة وقيامه بدوره
المنوط به

خلال العام الجامعي: ٢٠١٦ / ٢٠١٧ م



Mr Abdur Rahim Pramanik
14 Bijoy Path, 4th F1 (East), Bashtala
Shahajadpur, Dhaka-1212

9 April 2006

DHK/EXA 06-08

Dear Mr Pramanik,

Congratulations!!!!!!

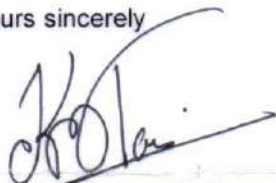
We are pleased to inform you that you have been selected as an invigilator for British Council to conduct UK examinations. There will be an induction session scheduled on **Friday 21 April 2006** to give you more details on how we conduct these exams. Below, please find the timetable of induction session:

Date: Friday 21 April 2006
Time: 10 am – 4.45 pm
Reporting time: 9.30 am
Venue: British Council, 5 Fuller Road Dhaka

This induction will also include training session on **Health & Safety and Emergency Procedure** at the exam venues. This will be an intensive **whole day** training session and you **must** attend this, if you are interested in invigilating the upcoming examinations.

Please confirm your participation by **Monday 17 April 06** by e-mail (taimur.khan@bd.britishcouncil.org) or over phone (861 8905-7, 861 8867-8) to me.

Yours sincerely



Khan Muhammad Taimur
Exams Customer Services Officer
Examinations Services
taimur.khan@bd.britishcouncil.org

Certificate of Attendance

OXFORD
UNIVERSITY PRESS

This certificate is issued to
Mohammad Abdur Rahim Pramanik

For attending
a training workshop on:
1. Effective Academic Writing 2. Enhanced Student
Engagement and Student Centred Learning



Terrie Craddock
Professional Development
Teacher Trainer
Oxford University Press

Jazan University - Jazan
Date: 30th September 2019

DOMI MINA



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

MANARAT DHAKA INTERNATIONAL COLLEGE

Plot # CEN-16, Road # 104, Gulshan
Dhaka-1212, Bangladesh

Phone : 9895839, 9896074, Fax : 880-2-9881422

Ref : MDIC/107/FM/xx

26 Nov2008
Date :

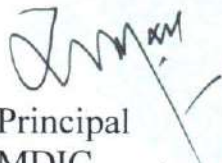
Job Experience Certificate

This is to certify that **Mohammad Abdur Rahim Pramanik** son of Mr. Mohammad Belayet Hossain worked at this College as a Lecturer of English from 15 September 2002 to 17 July 2008. He was active in academic and extra curricular activities.

He served as a Class Teacher, Moderator of Debate Club, Convener of Syllabus Committee and member of Discipline Committee. He also served as an Invigilator of UK Examinations with British Council, Dhaka, Bangladesh.

We appreciate his contribution to our College.

We will be pleased to provide further information required. The Principal's office remains open from 8:00 a.m. to 1:30 p.m. everyday except weekends (Friday & Saturday) and scheduled holidays.


Principal
MDIC

