

## SAGOR ROZARIO

Vill: Sreerampur, P.S: Dumki, Dist: Patuakhali, Bangladesh  
Email: lhcbdhaka@gmail.com | Mobile No. 01819-245692



### PERSONAL STATEMENT

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If you're looking for a team member who can help organise your office and project my experience as a communication coordinator for 17 years will prove invaluable. Organising and planning comes as second nature to me and I take great pride in the detail of tasks.

### QUALIFICATIONS & CERTIFICATES

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- B.A in Arts
- Certified course on “Basic Management Course for Managers & Executive” from Bangladesh Institute of Management
- Certified course on “Improving Participatory Managerial skills and management Style” from Care Bangladesh.
- Certified course on “Organizational Development through Performance and Change Management” from Cross Road to Cross

### EMPLOYMENT

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**Job title:** Communication Coordinator  
**Company name:** Lutheran Health Care  
Bangladesh (LHCB)

**Job Responsibility:**  
Government liaison, Dealing foreign delegates in Bangladesh, Writing stories and other communicating materials.

**Company website:** www.lhcb.org.bd  
**Location:** Dumki, Patuakhali  
**Dates of employment:** 1998-Present

Worked as a **Publics Relation Officer** in **Majumder Group** from 1990-1197  
Worked as a **Sales Executive cum Store keeper** in **M/S Frame Enterprise** from 1987-1990

### OTHER SKILLS

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#### Computer skills

- Handy with Microsoft Office
- Proficient in internet browsing
- Friendly with Microsoft windows

#### Communication skills

- Fluent in Bengali in all sectors
- Good with English
- Good timekeeper
- Take pride in my work