

# KAZI NASHIDUL HAQUE

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Mirpur 1, Dhaka, Bangladesh



## PROFESSIONAL SUMMARY

**British Council Certified Education Counselor** with expertise in international admissions and student recruitment across the UK, Australia, France, Denmark, and Malta. Proficient in ApplyBoard, MSM Unify, and Zoho CRM. Specialized in country-specific SOPs for the USA, Canada, and Australia, including GTE statements, GS questionnaires, and career goals aligned with immigration standards.

## CORE PROFESSIONAL COMPETENCIES & SKILLS

<ul style="list-style-type: none"><li>• Full Proficiency in English</li><li>• Student Outreach &amp; Engagement</li><li>• Seminar and Event Co-ordination</li><li>• Youth Empowerment &amp; Counselling</li><li>• Effective Communication</li><li>• Patience and Adaptability</li><li>• Flexible</li><li>• Hardworking &amp; Pro-active</li></ul>	<ul style="list-style-type: none"><li>• Technology Proficiency</li><li>• Time Management</li><li>• Team Collaboration</li><li>• Leadership</li><li>• Positive Attitude</li><li>• Microsoft Office Suite</li><li>• Google Workspace</li><li>• ApplyBoard</li><li>• MSM</li></ul>
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## PROFESSIONAL EXPERIENCE

### Counselor

September 2023 – Present

### The Professional Network and Link (TPNL), Dhaka, Bangladesh

- Delivered prompt, accurate, and student-focused responses to inquiries via phone, email, and in-person, offering guidance on international programs, institutions, and study destinations, particularly the UK and Europe.
- Assessed student profiles for eligibility by reviewing academic records, language scores, and institutional requirements, ensuring appropriate course and university recommendations.
- Provided personalized education counseling (online and in-person), aligning student goals with suitable academic pathways, successfully converting high volumes of inquiries into admissions and visa outcomes.
- Managed the full admissions cycle using CRM systems such as ZOHO CRM, maintaining accurate, up-to-date student records and ensuring consistent follow-up at each stage of the process.
- Guided students on scholarships, visa procedures, tuition payments, and deadlines across various destination countries, ensuring high-quality pre-enrolment support.
- Acted as the liaison between students, agents, and university partners to manage document submission, provide application status updates, and resolve issues related to refunds or rejections.
- Built and maintained strong working relationships with international universities, recruitment partners, and students to ensure efficient collaboration and service delivery.
- Coordinated complete student application workflows, from initial profile creation and document collection to

offer letter issuance, ensuring compliance with partner institution policies and coordinating with universities in getting students' tuition fee refunds.

- Conducted mock interviews to prepare students for visa appointments, with a focus on U.S. student visa success and for GTE interviews for Australia.
- Drafted customized Statements of Purpose (SOPs), GTEs, and other supporting documents in line with country-specific visa requirements, especially for Australia.
- Supported students and families with tuition payments through global payment platforms such as Flywire and Convera, ensuring secure and timely transactions.
- Represented international partner institutions at seminars, open houses, and educational events, delivering presentations and student onboarding sessions.

**Exam Invigilator (Contractual)**  
**British Council Dhaka, Bangladesh**

May 2022 – May 2025

- Ensured a secure and structured exam environment by arranging exam materials, verifying candidate identity, and adhering to international assessment protocols and quality assurance standards.
- Implemented and upheld British Council safeguarding policies, actively monitoring for misconduct, abuse, or neglect to ensure the safety and well-being of all candidates.
- Promptly reported safeguarding concerns through proper channels, maintaining compliance with global child protection and participant safety guidelines.
- Developed and applied strong communication, analytical, and conflict-resolution skills to support high-quality candidate experiences and uphold institutional integrity.
- Oversaw the complete exam venue setup, ensuring proper arrangement of seating, equipment, signage, and testing materials for a smooth test day experience.
- Verified candidate identity and eligibility by conducting thorough registration checks, including validation of official ID documents and candidate lists.
- Vigilantly monitored exams in real-time to identify and prevent malpractice, cheating, or any form of exam integrity breach.
- Provided professional candidate support, addressing test-takers' questions and ensuring compliance with test-day procedures and conduct policies.
- Handled all exam materials—such as papers, devices, and answer sheets—with strict confidentiality, following secure storage and disposal procedures.
- Maintained accurate and detailed documentation, including attendance records, incident reports, and observation logs, escalating any irregularities to supervisors or exam coordinators.

**IELTS Instructor & English Spoken, Writing & Grammar Teacher**  
**Learner's Education Dhaka, Bangladesh**

Jan 2021 – Jan 2023

- Developed and delivered tailored instructional materials to improve students' English proficiency, ensuring clarity in grammar concepts and application.
- Conducted needs analysis and provided feedback, aligning educational materials with program objectives and enhancing learning outcomes.
- Designed and executed assessments, including mock exams, to track and boost student progress.
- Develop lesson plans and instructional materials to teach grammar concepts effectively.
- Present grammar concepts and rules in a clear and understandable manner to facilitate student comprehension.
- Making of teaching plans for the IELTS Program
- Conducting extra troubleshooting sessions for students
- Review student work, identify grammar errors, and provide constructive feedback to support their learning and improvement.
- Checking notebooks and assignments
- Regular feedback one to one discussion to assess the need of students
- Performing administrative tasks such as keeping student registers and attendance records
- Preparing and conducting weekly Mock Tests and monthly Model Tests.

**Broadcast Engineer**  
**Shamol Bangla Media Limited Dhaka, Bangladesh**

June 2016 – June 2019

- Operating broadcast control rooms during live events, managing signal flow, switching between camera feeds, and adjusting audio levels.
- Monitoring broadcast quality and making real-time adjustments to ensure optimal audio and video output.
- Collaborating with production teams to synchronize the broadcast with live performances, presentations, or other event elements.
- Troubleshooting technical issues promptly to minimize interruptions and ensure a seamless live broadcast experience.

**Broadcast Engineer**  
**Gazi Satellite Television Limited Dhaka, Bangladesh**

Feb 2012 – Jun 2016

- Managing broadcast infrastructure, including studios, control rooms, transmission equipment, and signal distribution systems.
- Ensuring the smooth operation of broadcasting facilities, troubleshooting technical issues, and implementing necessary repairs and upgrades.
- Supervising a team of engineers and technicians, providing guidance, training, and performance evaluation.
- Collaborating with other departments, such as production and content teams, to ensure technical requirements are met for on-air

**EDUCATION**

**Executive Masters of Business Administration, Management Information System** **2017**  
American International University-Bangladesh Dhaka, Bangladesh

**Bachelor of Science, Electrical & Electronic Engineering** **2009**  
American International University-Bangladesh Dhaka, Bangladesh

**A-level (Advanced Level)** **2004**  
European Standard School (ESS)

**O-level (Ordinary Level)** **2002**  
Oxford International School (OIS)

**Training & Certifications**

- ApplyBoard Platform Training: Modules Completed: ApplyBoard 101, Managing Student Profiles, Creating Applications (ApplyBoard/MSM), My Profile, Dashboard Management, Task Management, Growth Hub & Offers Dashboard
- British Council Certified UK Education Counselor
- Ethical Business Practices in International Student Recruitment – TrainHub
- Professional Memberships: IEB Member (M-36872) | IEEE Member (93978164), Bangladesh Section

**REFEREE**

Available Upon Request



**KAZI NASHIDUL HAQUE**