

# **Company Profile**

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**PencilBox Training Institute** is a Registered Training Organization (RTO) under the Bangladesh Technical Education Board (BTEB) and a Skills Training Provider (STP) under the National Skills Development Authority (NSDA). Located at 93 Kazi Nazrul Islam Avenue, Karwan Bazar, in the heart of Dhaka City, the institute has been helping people enhance their skills for several years, focusing primarily on the IT sector. Our mission is to deliver international standard training in Bangladesh's IT industry and contribute to building a skilled workforce for society. We believe that every skill is learnable, and we make it easy for our students to acquire them. Our objective is to provide a platform where excellence and skill are the key drivers of success. By sharing our experience and applying effective learning strategies, we help today's young talents become job-ready, self-reliant, and successful freelancers.

**During 2022–2023**, PencilBox Training Institute trained more than 1,050 participants under the Skills for Employment Investment Program (SEIP) in Graphics & UI Design, PHP with Laravel Framework, Server Administration including Windows Server Management, and Mobile Application Development for Android. The majority of these trainees are now employed in reputed organizations. In addition, 1,639 primary school teachers and Upazila Education Officers received training under the project for digitalizing the education system of public primary schools in underprivileged remote areas.

**During 2024- 2025**, multiple training programs are underway. With funding from the Netherlands Embassy and implementation by Swisscontact, training is being delivered under the **BYETS** project in Graphic Design for Freelancing, Digital Marketing for Freelancing, and Web Design and Development for Freelancing. We have completed 750 trainees under the BYETS Project. Furthermore, under the Ministry of Finance's National Human Resource Development Fund (**NHRDF**), courses on Graphic Design for Freelancing and Digital Marketing for Freelancing have been started. We have completed 48 trainees, and 48 trainees are in the ongoing process. To ensure recognition of skilled manpower, several self-financed courses and selected courses under the **ASSET** project are also undergoing RPL Assessment through NSDA. We have completed 820 Trainees under 41 RPL batches and a competency rate of 80% of Total candidates.

At PencilBox Training Institute, culture is at the core of everything we do, shaping the foundation of our work. Students who choose us gain the opportunity to experience practical, hands-on learning that helps them prepare for a better future. By maintaining international quality standards in training, we enable learners to develop their skills, grow in confidence, and pursue careers both locally and globally as skilled professionals and freelancers.



## Our Vision

**PencilBox Training** seeks to become one of the leading institutes in Bangladesh by providing training courses for all segments of industries. We also look forward to being the best choice for institutions concerned that seek the best opportunities for development by comparing our institute with the global institutes as well as presenting our programs in innovative ways in various fields.

## Our Mission on Training Business

Our mission is to engage trainees in acquiring the necessary skills to cope with the challenges that are going to face them in the future and to provide an appropriate learning environment that encourages innovation and scientific creativity in all public and private sectors. We are committed to providing a high-quality training and educational system.

## PencilBox Objectives on Training

**PencilBox** aims to design special training materials for each training program depending on the level of participants and their experiences as well as our institute providing professional consultancies to public and private sectors as well through the following goals:

1. Innovating modern methods of disseminating knowledge and providing advanced methods to reach the desired results.
2. Providing with professional trainers with long experiences in all aspects.
3. Providing an appropriate environment to acquire suitable interpersonal and intrapersonal skills to participants.
4. Transferring successful experiences to the participants using Industry expert trainers.

## Training Strategies

1. Using self-development and encouragement methods.
2. Studying and planning before any training.
3. Enhancing individual and collective skills.

## What We Do

**PencilBox** Training Institute, we have produced around 4000+ graduates in the last four years. They are now working in IT Industry and doing very well in their respective fields. This year by aligning with the vision of our journey, we have also conducted training named Graphics Design completely free only for women. With a huge response from the audience, we have completed several batches of this course.

## Company's General Information

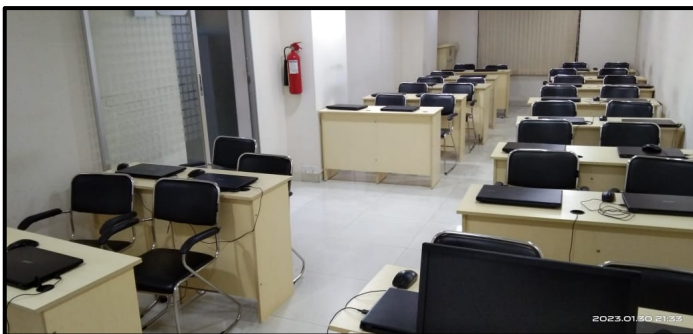
Company Details		
A	Name of the Institute	PencilBox Training Institute
B	Mailing Address	EDB Trade Centre (5th Floor), 93 Kazi Nazrul Islam Avenue, Dhaka-1215.
C	Telephone	+88 02 41010090
D	E-mail Address	<a href="mailto:info@pencilbox.edu.bd">info@pencilbox.edu.bd</a>
E	Name and designation of the person authorized to make the commitment to the client	Khondoker Ali Asgor Pavel Chief Executive Officer Cell: +880 1711873008 Telephone: +88 02 41010090 E-mail: <a href="mailto:pavel@pencilbox.edu.bd">pavel@pencilbox.edu.bd</a>
	Year of establishment	2017
F	Value Added Tax Registration Number	004832848-0203
G	Income Tax Identification Number (TIN)	539608203270
H	Accreditation	BTEB (2019) NSDA (2023)
I	The details of the top management with their professional qualification and experience	Khondoker Ali Asgor Pavel Chief Executive Officer  Brief Profile: He is a successful IT entrepreneur and has established many IT ventures and has experience of over 15 years of managing and leading successful enterprises.

## Photograph of the Training Lab facilities and equipment

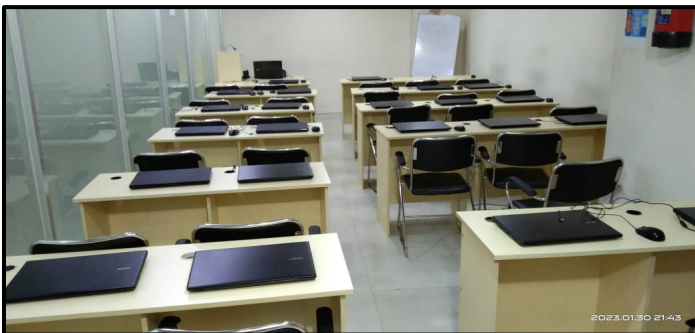
### Lab: 1



### Lab: 2



### Lab: 3



### Board Room:



# Major Training Information

## 1. Professional Android Application Development:

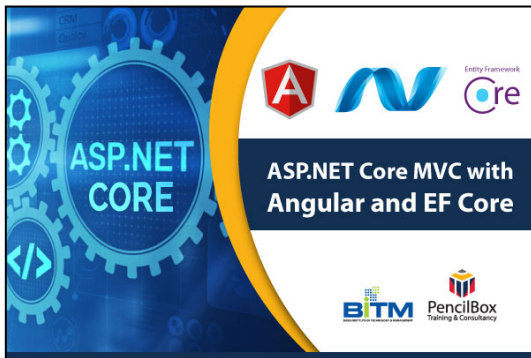
**Short Content about this course: Professional Android Application Development** is a hands-on course that teaches how to build modern Android apps using the latest Android features and best practices. Learners will develop real-world applications through step-by-step projects, starting from basics and moving to advanced Android development.

**Batch:** PencilBox Training Institute already completed 10 batch of this course.

**Trainer:** Syed Tanvir Ahmad

**Methodology:** Power point presentation, Hands on Lab practices, Brainstorming, Idea generating.

**Prerequisite:** Basic programming concept with any Object-Oriented Programming language (C++ or Java)



## 2. ASP.NET Core MVC with Angular and EF core

**Short Content about this course: ASP.NET Core MVC with Angular and EF Core** is a modern web development course designed to build scalable and secure web applications using ASP.NET Core MVC. This course covers dynamic frontend development with Angular and powerful database management using Entity Framework Core. Learners will gain practical skills in routing, authentication, responsive UI design with Bootstrap, and full-stack project development using industry-standard design patterns.

**Batch:** PencilBox Training Institute already completed 9 batch of this course & batch 10 is Running.

**Trainer:** Md Shirajul Islam mamun

**Methodology:** Each session will comprise: problem solving session, hands-on lecture session & practical/exercise sessions. Real-life projects will be developed by participants throughout this training program.

**Prerequisite:** Those who are experience with the C# programming language and object-oriented programming concepts some knowledge of HTML, CSS, Bootstrap and JavaScript concepts Typescript. All students studding CSE, IT related job holder, other students and job holder who has knowledge about ASP.NET Core MVC.

## 3. Web App Development with Laravel & Vue

**Short Content about this course: Web App Development with Laravel & Vue** is a practical, industry-focused course designed to prepare learners for PHP-based web developer roles. The course emphasizes hands-on training, covering backend development with Laravel and dynamic frontend development with Vue.js. Students will build real-world web applications while gaining the technical skills required to meet current job market demands.

**Batch:** PencilBox Training Institute already completed 8 batches of this course.

**Trainer:** Afjalul Ahsan

**Methodology:** hands-on lecture session & practical/exercise sessions. Problem-solving session, Real-life projects will be developed by participants throughout this training program.

**Prerequisite:** Intermediate Knowledge of HTML, CSS, JavaScript (ECMA-5).



## 4. Ethical Hacking and Cyber security:



**Short Content about this course:** **Ethical Hacking and Cyber Security** is a professional course designed to provide strong foundational knowledge of modern cyber security concepts and ethical hacking techniques. This course covers real-world cyber threats, cyber warfare, espionage, cybercrime, and defensive strategies. Learners will understand how attacks are performed and how to protect systems using industry best practices through practical and research-based learning.

**Batch:** PencilBox Training Institute already completed 2

batch of this course.

**Trainer:** Zakaria Hasan

**Methodology:** Slide show, Power Point presentation, Hand on Lab practice.

**Prerequisite:** Basic Computer Knowledge, Basic Networking Knowledge and Operating System.

## 5. Mastering on Digital Marketing:

**Short Content about this course:** **Mastering on Digital Marketing** is a career-focused course designed to build strong skills in modern digital marketing strategies and tools. This course covers major digital channels such as SEO, social media marketing, content marketing, email marketing, and paid advertising to attract, engage, and convert customers. Learners will also gain practical knowledge of campaign planning, branding, and performance analysis to run successful digital marketing campaigns professionally.

**Batch:** PencilBox Training Institute already completed 5 batch of this course.

**Trainer:** Rookyb Rocky

**Methodology:** Slide show, Power Point presentation, Hand on Lab practice.

**Prerequisite:** Basic Computer & English Knowledge.



## 6. Graphic and Web UI/UX Design:

**Short Content about this course:** **Graphic and Web UI/UX Design** is a practical course designed to help learners build creative and professional design skills for digital platforms. This course provides a clear step-by-step path to mastering UI/UX principles, graphic design fundamentals, wireframing, prototyping, and modern design tools. Whether you are a beginner or an existing designer, this program helps you enhance your skills and create user-friendly, visually appealing web and mobile interfaces.



**Batch:** PencilBox Training Institute already completed 3 batch of this course.

**Trainer:** Md. Raihanul islam & AHM Mohsin

**Methodology:** Slide show, Power Point presentation, Hand on Lab practice.

**Prerequisite:** Basic Computer Knowledge.

**Total Student:** 52 students have already completed this course successfully.

## 7. Graphic Design for Freelancing only for Women:

**Short Content about this course:** **Graphic Design for Freelancing (Only for Women)** is a special initiative designed to empower women with professional graphic design skills for freelancing careers. This course provides beginner-friendly training in modern design tools and practical projects, helping participants build confidence, creativity, and income-generating skills. It is organized to support women's self-dependency and career development.

**Batch:** PencilBox Training Institute already completed 14 batch of this course.

**Trainer:** AHM Mohsin Hasan

**Methodology:** Slide show, PowerPoint presentation, Hand on Lab practice.

**Prerequisite:** Basic Computer Knowledge.



## 8. Flutter Development with Dart Language:

**Short Content about this course:** Flutter is the new Cross-platform Mobile Development Framework created by Google, which allows developers to build Android and iOS Apps. Flutter framework allows you to learn one language (Dart) and build beautiful native mobile apps in no time. Well, Flutter is a big deal because any developer (or anyone who wants to learn mobile development) can now build Native Android and iOS apps with one codebase ONLY! Which means, instead to having to learn Objective-C or Swift to build iOS apps, and

Java, or Kotlin to build Android.

**Batch:** PencilBox Training Institute already completed 4 batches of this course

**Trainer:** Syed Tanvir Ahmed

**Methodology:** Hands-on Training with Practical Use of Different Tools with Real life example.

**Prerequisite:** Basic programming language knowledge will help a lot but is not a hard requirement

## 9. Full Stack Web Development in PHP:

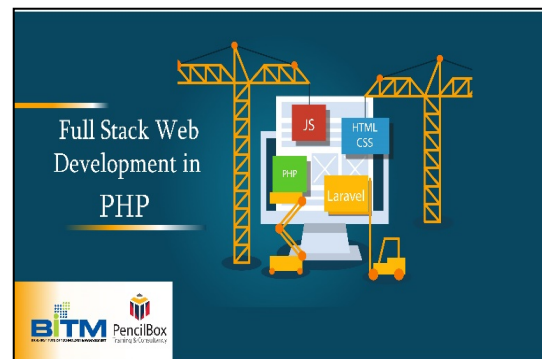
**Short Content about this course:** **Full Stack Web Development in PHP** is a hands-on course designed to teach learners how to build complete, dynamic and responsive websites from scratch. Starting with web development fundamentals, the course gradually covers modern PHP development, database integration, and dynamic content management. Through practical exercises and real-world challenges, learners will gain the skills to develop full-stack web applications and complete a final project to showcase their expertise.

**Batch:** PencilBox Training Institute already completed 5 batch of this course.

**Trainer:** Afjalul Ahsan

**Methodology:** Hands-on Training with Practical using of Different Tools with real life example.

**Prerequisite:** There is absolutely no pre-knowledge required. This is a 100% Comprehensive Web Development Course that will take you from Zero-skills to a Cash Earning Web Developer, Step by Step with NO Step skipped.



## 10. Professional Graphics Design for Freelancing:



**Short Content about this course:** **Professional Graphics Design for Freelancing** is a skill-based course designed to build strong expertise in modern graphic design for freelance careers. The course covers key design fundamentals including photo editing and manipulation, typography, logo design, branding, and web layout concepts. Through practical projects, learners will develop the ability to solve real-world visual design challenges for various digital and print media.

**Batch:** PencilBox Training Institute already completed 3 batch of this course.

**Trainer:** Md. Raihanul Islam

**Methodology:** Hands-on Training with Practical using of Different Tools. Real-life example.

**Prerequisite:** Basic knowledge of computers.

## 11. Build your Freelance Career in an Online Marketplace:

**Short Content about this course:** **Build Your Freelance Career in Online Marketplace** is a practical course designed to guide learners in starting and growing a successful freelancing career on online platforms. This course covers marketplace basics, profile setup, gig creation, client communication, bidding strategies, and professional work delivery. Learners will gain the skills needed to find clients, build a strong reputation, and earn consistently through online freelancing marketplaces.



**Batch:** PencilBox Training Institute already completed 2 batches of this course

**Trainer:** Md. Imran Ali

**Methodology:** Slide show, Power Point presentation, Hand on Lab practice.

**Prerequisite:** Technical Skill: Must have the fluent operating skill of Computer. Must have the skill to use internet. Academic: HSC or Equivalent Certificate. Good skill in English.



## 12. 360 of Digital Content Marketing for Business:

**Short Content about this course:** **360° Digital Content Marketing for Business** is a comprehensive course designed to provide a complete understanding of digital content marketing strategies. Learners will explore social media platforms, content planning, audience targeting, and performance analysis. The course focuses on developing, managing, and optimizing content marketing strategies to achieve specific business goals and drive measurable results.

**Batch:** PencilBox Training Institute already completed 10 batch of this course.

**Trainer:** Fahim Hasan

**Methodology:**

- Slide show, PowerPoint presentation, and a handout on Lab practice.

**Prerequisite:** Basic Computer & English Knowledge.

### 13. Data Science- Analytics and Big Data

**Short Content about this course:** Data Science – Analytics and Big Data is a comprehensive course designed to develop strong skills in data analysis and big data management. This course covers the complete process of working with data, including data collection, cleaning, processing, analysis, and visualization to generate meaningful insights. Learners will gain practical knowledge of tools and technologies such as Python, R, SQL, Machine Learning, and data visualization techniques. In addition, the course introduces big data

platforms like Hadoop and Spark, helping students understand how to handle large-scale datasets efficiently. This program is ideal for those who want to build a career as a Data Analyst, Data Scientist, or Big Data Engineer and improve their ability to make data-driven decisions in real-world applications.



**Batch:** PencilBox Training Institute already completed 84 batches of this course.

**Trainer:** Md. Nazmus Sakib

**Methodology:** Slide show, PowerPoint presentation, Hand on Lab practice.

**Prerequisite:** To join the Data Science – Analytics and Big Data course, learners should have basic computer knowledge and a good understanding of mathematics and statistics. Having analytical thinking skills is important, and basic programming knowledge (especially Python) is helpful but not mandatory. Basic knowledge of databases or SQL can also be an advantage for a better understanding.



### 14. AI Prompt Engineering

**AI Prompt Engineering** is a practical course that teaches how to create effective prompts to get accurate and high-quality responses from AI tools like ChatGPT. This course covers prompt writing techniques, structuring instructions, improving outputs, and using AI for content creation, coding, marketing, and productivity tasks. It helps learners build skills to use AI efficiently for real-world applications.

**Batch:** PencilBox Training Institute already completed 5 batches of this course.

**Trainer:** Md. Nazmus Sakib

**Methodology:** Slide show, PowerPoint presentation, Hand on Lab practice.

**Prerequisite:** To join the AI Prompt Engineering course, learners only need basic computer and internet knowledge. No programming experience is required, but having a clear understanding of English instructions and logical thinking skills will be helpful for writing effective prompts and getting better AI-generated results.

# PencilBox Training Institute

## Major Workshops

### 1: Preparing Income Tax Return (Individual):

**Short Content about this course:** **Preparing Income Tax Return (Individual)** is a practical workshop designed to teach participants how to prepare an individual income tax return correctly. Conducted by Chartered Accountant **Jasim Uddin Russell**, this session provides step-by-step guidance to complete a tax return manually within a short time. Participants will learn through real examples and gain the confidence to prepare income tax returns for themselves or other taxpayers.



**Batch:** PencilBox Training Institute already completed 10 batches of this course

**Trainer:** Jasim Uddin Rassel (Chartered Accountant)

**Methodology:** Hands-on Training with Practical Use of Different Tools with real life example.

**Target Audience:** Wanted to be an accountant.

### 2: Graphics Design Tool Tricks for Freelancing:



**Short Content about this course:** **Graphics Design Tool Tricks for Freelancing** is a practical workshop designed to help aspiring designers build a successful freelancing career. This session focuses on advanced tool techniques, marketplace strategies, client acquisition methods, and income potential. Participants will learn how professional designers work, how to start earning from online marketplaces, and how to position themselves for long-term freelancing success.

**Batch:** PencilBox Training Institute already completed 3 batches of this course.

**Trainer:** Md. Raihanul Islam

**Methodology:** Hands-on Training with Practical using of Different Tools with real life example.

**Target audience:** Wanted to be Graphics Designer & Freelancer.

### 3: Advanced Digital Marketing:

**Short Content about this course:** **Advanced Digital Marketing** is a career-oriented course designed to help learners master modern digital marketing strategies and platforms. This course covers major digital channels and their effective application to attract, engage, and convert potential customers into loyal promoters. Participants will gain practical knowledge of campaign strategy, audience targeting, and performance optimization to succeed in today's competitive digital landscape.



**Batch:** PencilBox Training Institute already completed 2 batch of this course.

**Trainer:** Joshua Prottoy Adhikari

**Methodology:** Hands-on Training with Practical Use of Different Tools with real life example.

**Target audience:** Wanted to buildup career on Digital Marketing place.

## 4: WordPress Gutenberg:



**Short Content about this course:** **WordPress Gutenberg** is a practical workshop designed to help learners master the Gutenberg block editor in WordPress. Participants will learn how to create and customize posts and pages using advanced Gutenberg tools, blocks, and layouts. This daylong session will provide hands-on experience to build modern and attractive WordPress content easily and efficiently.

**Batch:** PencilBox Training Institute already completed 2 batch of this course.

**Trainer:** Mahfuzur Rahman

**Methodology:** Hands on Training with Practical using of different tools with real life example.

**Target audience:** Wanted to work with Gutenberg.

## 5: Bootstrap 4- Building Responsive Web Page:

**Short Content about this course:** **Bootstrap 4 – Building Responsive Web Page** is a practical workshop designed to teach learners how to create modern and mobile-friendly responsive websites. As responsive design is essential in today's web development industry, this course focuses on using Bootstrap 4, the most popular HTML, CSS, and JavaScript framework. Participants will learn how to build professional web page layouts quickly using Bootstrap components, grid system, and responsive design techniques.

**Batch:** PencilBox Training Institute already completed 3 batch of this course.

**Trainer:** Afjalul Ahsan

**Methodology:** Hands on Training with Practical using of different tools with real life example.

**Target audience:** Wanted to work with Web Design.



## 6: Freelancing with Clipping Path:



**Short Content about this course:** **Freelancing with Clipping Path** is a focused workshop designed to help learners build professional skills in Photoshop, especially in clipping path and image editing techniques. This course is ideal for those who want to start freelancing as graphic designers but have limited time for long-term training. Participants will gain practical experience, learn essential design tasks, and understand how to create and optimize profiles in online freelancing marketplaces to start earning confidently.

**Batch:** PencilBox Training Institute already completed 1 batch of this course

**Trainer:** Md. Raihanul islam

**Methodology:** Hands on Training with Practical using of different tools with real life example.

**Target audience:** Wanted to be Freelancer.

## 7: Facebook Paid Advertisement:

**Short Content about this course:** Advertising is a powerful business promotion tool. For years, advertising has been used to reach business people across the globe. At present, Facebook is deeply involved in the lives of every person. Facebook Ads are very helpful in getting your product out of the reach of busy people. So, for those of you who are interested in promoting and promoting your products through Facebook, we have this arrangement to solve any problems you are currently facing.

**Batch:** PencilBox Training Institute already completed 3 batch of this course.

**Trainer:** Rookyb Rocky

**Methodology:** Hands on Training with Practical using of different tools with real life example.

**Target audience:** Wanted to be Freelancer.

**Total Student:** 20 students have already completed this workshop successfully.



## 8: CentOS Web Panel:



**Short Content about this course:** CentOS Web Panel is a day-long practical workshop designed for learners who want to manage web hosting and servers efficiently. This workshop covers CentOS Web Panel (CWP) setup and usage for LAMP configuration, web server management, server security, monitoring, and basic administration tasks. It is ideal for those interested in web hosting and server management.

**Batch:** PencilBox Training Institute already completed 2 batch of this course.

**Trainer:** Md. Rubel Hossain

**Methodology:** Hands on Training with Practical using of different tools with real life example.

**Target audience:** Wanted to work with web server, mail server.

## 10: Cyber Security Management:

**Short Content about this course:** Cyber Security Management is a professional course designed to build awareness and skills in managing cyber security risks in modern organizations. As cybercrime is increasing with the rapid growth of ICT, this course focuses on cyber security policies, risk management, threat prevention, and organizational security practices. It is ideal for individuals who want to develop expertise in cyber security management and meet the growing demand for security professionals.



**Batch:** PencilBox Training Institute already completed 4 batches of this course

**Trainer:** Zakaria Hasan

**Methodology:** Hands on Training with Practical using of different tools with real life example.

**Target audience:** Wanted to work with Server Security & Monitoring.

## 11: Blueprint of a Facebook Page for Business:



**Short Content about this course:** **Blueprint of a Facebook Page for Business** is a practical workshop designed to help entrepreneurs and business owners create and optimize a highly engaging Facebook page. Participants will learn effective branding, content strategies, and marketing techniques to strengthen their online presence and grow their business through Facebook.

**Batch:** PencilBox Training Institute already completed 3 batches of this course.

**Trainer:** Fahim Hasan

**Methodology:** Hands-on Training with Practical using of Different Tools with real life example.

**Target audience:** Wanted to be a freelancer in the marketplace.

## 12: Salient Features of Finance Act 2018:

**Short Content about this course:** **Salient Features of Finance Act 2018** is a half-day workshop designed to help participants understand the key changes introduced in the Finance Act 2018 and its impact on income tax regulations. This session highlights updated tax rules, compliance requirements, and possible legal consequences of non-compliance. It is ideal for individuals and professionals who want to stay updated with current tax laws.

**Batch:** PencilBox Training Institute already completed 1 batch of this course.

**Trainer:** Jasim Uddin Rasel (Chartered Accountant)

**Methodology:** Hands-on Training with Practical Use of Different Tools with real life example.

**Target audience:** Wanted to be an accountant.



## 13: Tax Deducted at Source (TDS) for 2018-2019:



**Short Content about this course:** Here's a **short rewritten updated content** for the workshop: **Tax Deducted at Source (TDS) for 2018-2019** is a half-day workshop designed to explain the updated TDS rates and relevant sections introduced under the Finance Act 2018. Participants will learn how to correctly deduct or collect tax at source according to the new rules to avoid penalties and ensure proper compliance. This workshop is ideal for professionals, accountants, and business owners dealing with tax deductions.

**Batch:** PencilBox Training Institute already completed 1 batch of this course.

**Trainer:** Jasim Uddin Rasel (Chartered Accountant)

**Methodology:** Hands-on Training with Practical Use of Different Tools with real life example.

**Target audience:** Wanted to be an accountant.