

ABDUL WADUD KARJON



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Career Objective:

To become a successful professional in a highly competitive technological world where performance is rewarded with new challenging responsibilities and to serve a reputed growth oriented industry in the field of Design, Development and Maintenance.

Academic Qualification:

Exam Title	Major	Institute	Result	Passing Year	Duration
B.Sc. (Pass)	Zoology, Botany, Psychology	National University	Appeared	2016	3 years
H.S.C	Science	Sylhet Science College	GPA: 3.88	2013	2 years
S.S.C	Science	Dighalbak High School	GPA: 3.70	2011	2 years

Training Summary:

Training Title	Major Topics	Institute	Duration
ICT Skill	Office Package, Adobe Photoshop, Computer Networking, Internet, Software and Hardware troubleshoot	BCC Computer Lab of M.C College	3 months
Professional Freelancing	HTML, CSS, WordPress, SEO, SMM, Affiliate Marketing, YouTube Marketing, Data Entry, Data Scraping, Freelancing Marketplace etc.	TMSS-ICT	3 months
Graphics Design	Adobe Photoshop, Adobe Illustrator	BCC Computer Lab of M.C College	3 months

Computer Experience

Web Development: HTML, CSS, PHP, WordPress

Graphics Design : Adobe Photoshop, Adobe Illustrator

Digital Marketing : SEO, SMM, E-mail Marketing, YouTube Marketing etc.

Video Editing : Adobe Premier Pro, Video Scribe

Office Program : Microsoft Office Program (Word, Excel, PowerPoint)

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Professional Experience

King's Confectionery (Sales Executive)

(From September 2015 to April 2016)

- Cash
- Cafe
- Customer Service

WOW Computers (Computer Operator)

(From October 2016 to till now)

- Data Entry
- Graphics Design
- Typing

Personal Information:

Name : Abdul Wadud Karjon
Father's Name : Abdul Haque
Mother's Name : Jotsna Begum
Date of Birth : 17/11/1994
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Dighalbak, PO: Dighalbak-3373, P.S: Nabiganj, Dist: Habiganj
Present Address : House-23/6, Road-01, Shantibag R/A, Khadimnagar, Sylhet-3100

Special Qualification:

- Work well under pressure as part of a team.
- Polite, respectful, courteous manners, responsible, and efficient .
- Ability to work in a fast –paced, intense environment smoothly.
- Ability to elicit confidence.

(Abdul Wadud Karjon)