

Applied For: **SEO Expert**

Last Updated : **January 8, 2018**

Abu Jahiruzzaman Khan Nahid

Address: 61 Rongdhonu (2nd Floor), Chowkidekhi, Sylhet.
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email:nahid.99@hotmail.com

Career Objective:

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

Employment History:

Total Year of Experience : 3.3 Year(s)

1. **Office Assistant cum Computer Operator (October 1, 2017 - Continuing)**

Uttorkas Union Land Office

Company Location : Chowkidekhi, Sylhet Sadar, Sylhet

Department: Record Keeping and Typing.

Duties/Responsibilities:

Works here as Master Rule basis.

2. **Customer Manager (January 5, 2015 - September 30, 2017)**

GrameenPhone

Company Location : Pouro Mini Super Market, Court Road, Moulvibazar

Department: Customer Service

Duties/Responsibilities:

All kinds of Customer Related Service.

3. **Interneeship (September 28, 2014 - December 28, 2014)**

Janata Bank Limited

Company Location : Kazir Bazar, Moulvibazar, Sylhet

Department: Foreign Remittance

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBA	Human Resource Management	Leading University, Sylhet	CGPA:2.89 out of 4	2014	4 Years
HSC	Business Studies	Sylhet Commerce College, Sylhet	CGPA:5 out of 5	2010	2 Years
SSC	Science	Hazrat Shahjalal	CGPA:2.75	2008	2 Years

		(R) High School, Sylhet	out of 5		
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Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, HR/Org. Development
 Preferred District : MoulaviBazar, Sylhet
 Preferred Country : Canada
 Preferred Organization Types : Banks, Multinational Companies, Embassies/Foreign Consulate, Airline, Group of Companies

Specialization:

Proficiency in operating personal computer & software like Microsoft Office (e.g. MS Word, MS Excel & MS Power-point).

Extra Curricular Activities:

Good communication skills both on Bangla & English Language.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : Nuruzzaman Khan
 Mother's Name : Mhabubazzaman Khan
 Date of Birth : October 21, 1991
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Paguria, P.O: Paguria, P.S: Moulvibazar, Dist: Moulvibazar.
 Current Location : MoulaviBazar

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammed Manjurul Karim	Hasib Hossain Khan
Organization	: IFIC Bank Limited	South Sylhet Traders
Designation	: Senior Principal Officer & Branch Manager	Managing Dircetor
Address	: Ambarkhana, Sylhet.	Authorized Distributor of British American Tobacco Bangladesh, Unilever Bangladesh, Nestle, Grameenphone & bKash. Wapda Gate, Jagonnathpur, Moulvibazar

Phone (Off.)	:		
Phone (Res.)	:		
Mobile	:	+88 01713 301067	+88 01713 300333
E-Mail	:		
Relation	:	Relative	Relative