

Applied For: **SEO Expert**

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Amina Akter

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Career Objective:

To enter in a well organization in suitable position having the invention to work with honesty sincerity and to learn, grow and eventually take greater responsibilities and face challenges of the time. Gain experience and skill for successful career.

Career Summary:

The received academic training and my professional work have allowed me to build a project of life characterized by ethics, responsibility, respect for difference that leads to dignified treatment, for others, the society and the institution I will work for, I have conceptual clarity and some kind of ability for the structures and project leadership, the teamwork and the handling of interpersonal skills. I have continued interest in professional development.

Special Qualification:

1. Skilled in MS Word, MS Excel, MS Power Point and Outlook Express,
2. Efficient in Photoshop, e-mail, and Internet Operations,
3. Knowledgeable on Computer Hardware and Software.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Engineering	Electrical Technology	Tangail polytechnic Institute, Tangail	CGPA:3.82 out of 4	2016	4 Years
SSC	Science	Dhanbari Collegeiate Model School, Dhanbari	CGPA:4.75 out of 5	2012	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office Application Course	MS Word/Excel/Powerpoint/Access Internet Browsing E-Mail Work	Shahid Sheikh Fazilatunnesa Mujib Women Academy	Bangladesh	Jirani, Gazipur	2017	3 Month
Database Programming course	MS Word/Excel/Powerpoint/Access Oracle Visual Basic	National Training center(NTC)	Bangladesh	Adalotpara,Tangail	2016	6 Month

	Internet Browsing E-Mail Work					
Industrial Attachment	Home Appliance	Walton Group	Bangladesh	Walton Service Management System, Tangail	2016	4 Month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 8000
 Expected Salary : Tk. 12,000
 Preferred Job Category : Engineer/Architect, Marketing/Sales, Customer Support/Call Centre
 Preferred District : Dhaka, Gazipur, Tangail
 Preferred Country : Germany, India, Indonesia, Japan, Malaysia, Qatar, Saudi Arabia, Singapore
 Preferred Organization Types : Banks, Telecommunication, Manufacturing (FMCG), Manufacturing (Light Engineering & Heavy Industry), Garments, Manpower Recruitment, Direct Selling/Marketing Service Company, Garments Accessories, Supply Chain, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Computer Skill Computer Operator Hardware & Networking Software customer support Service Sector Windows Administration Call Center 	1. Problem solving skills, 2. Numeracy skills, 3. Written and verbal communication skills, 4. Strong customer service skills (developed through retail work experience), 5. Excellent telephone manner, 6. Self-motivation and ability to take the initiative, 7. Ability to work well under pressure, 8. I.T. skills including experience in Microsoft Office (Word, Excel, PowerPoint), 9. Punctuality and time-keeping, 11. Able to take on responsibility, 12. Quick learner, keen to learn and improve skills, etc.

Extra Curricular Activities:

1. Participated in different project competitions, 2. Participated in different seminars and workshops, etc.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Firoz
 Mother's Name : Mst Nasima Begum
 Date of Birth : August 20, 1996
 Gender : Female

Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill : Satropur, P.O: Dhanbari, P.S: Dhanbari, Dist: Tangail-1900, Dhaka,
Bangladesh
Current Location : Dhaka Division

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Habib Ullah	Mohammad Sanaulah
Organization	: Kuumrul HRD Vision Limited	Elitbuzz Technologies Ltd.
Designation	: Director	Accountant
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Relation	: Relative	Relative