

# Curriculum vitae

## PERSONAL INFORMATION

### Arif Billah



📍 Shahid Suleman Nagar, Kamal Bazar, Bishwanath, 3112 Sylhet (Bangladesh)

📞 +8801933380135

✉ iambillah12@gmail.com

💬 [Skype iambillah12](#) | [WhatsApp +8801933380135](#)

Sex Male | [Date of birth](#) 12 Mar 1996 | [Nationality](#) Bangladeshi

## PERSONAL STATEMENT

I am very hardworking, capable of learning quickly, honest, trustworthy, dedicated, motivated, highly energetic and adaptive to any multicultural environment.

## WORK EXPERIENCE

1 Jun 2016–30 Nov 2017

### Computer Operator

Euro-Bangla Ceramics Ltd., Sylhet (Bangladesh)

## EDUCATION AND TRAINING

### Higher Secondary Certificate (HSC) Examination-2014

Westpoint College, Sylhet (Bangladesh)

Grade - GPA 4.00 out of 5.00

Principal subjects covered - Basic Science Courses

### Secondary School Certificate (SSC) Examination-2012

Shahjalal University School, Sylhet, Sylhet (Bangladesh)

Grade - GPA 4.19 out of 5.00

Principal subjects covered - Basic Science Courses

22 Nov 2016–13 Jun 2017

### Diploma in Information and Communication Technology

Bangladesh Computer Council, Sylhet (Bangladesh)

Grade - GPA 3.56 out of 4.00

Principal subjects covered

-Computer fundamentals & office applications

-Computer programming in C

-Graphics design

-Internet & Web technology

-Database management system

-Hardware maintenance & troubleshooting

-Data communication and networking

-Web developing

## PERSONAL SKILLS

Mother tongue(s) Bengali

Other language(s)

|         | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
|         | Listening     | Reading | Spoken interaction | Spoken production |         |
| English | C1            | C1      | C1                 | C1                | C1      |
| Hindi   | C1            | A1      | C1                 | C1                | A2      |
| Urdu    | B1            | A1      | B1                 | B1                | A1      |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Digital skills

| SELF-ASSESSMENT        |                 |                  |                 |                  |
|------------------------|-----------------|------------------|-----------------|------------------|
| Information processing | Communication   | Content creation | Safety          | Problem solving  |
| Proficient user        | Proficient user | Proficient user  | Proficient user | Independent user |

Digital skills - Self-assessment grid

Expert on Microsoft Office 2003 to 2013, Social Networking, Software and Hardware Maintaining, Database management system and Web developing.