

Applied For: **SEO Expert**

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## Erfan Reza

Address: 32, Bijoynagar, Purana Palton, Postal Code - 1000, City - Dhaka, Country - Bangladesh.  
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### **Career Objective:**

Looking for a challenging position in an organization that provides room for knowledge and expertise gained through education and previous work experience which can be applied with latest trends and technologies for the benefit of the company.

### **Career Summary:**

Electrical and Electronics Engineering graduate with officer ranked experience in a multinational company where different socio economic background people and governments were clients. Proven ability to work efficiently with quality assured. Skilled at interacting with customers from different socioeconomic background. Also worked in HMPO section where British passports different sections were handled.

### **Special Qualification:**

- \* Well groomed appearance.
- \* Gentle, Polite, Time Concern.
- \* Quick learner, eagerness to develop skills.
- \* Responsible, efficient and flexible.
- \* Committed to provide quality work on time.
- \* Dependent employee.

### **Employment History:**

**Total Year of Experience : 2.8 Year(s)**

#### **1. Operation Officer ( October 13, 2013 - August 1, 2016)**

##### **Galaxy Facilitation Services Ltd(UK Visa Application Centre)**

Company Location : Gulshan-2,Dhaka

Department: UK Visa Application Centre

##### **Duties/Responsibilities:**

Inquire the applicants according to the appointments, receive documents from applicants, data entry, handling applicants passports between High Commission and Applicants, deliver passports, receive applications for British passports on behalf of HMPO and forward to HMPO office, maintain passport inventory report, maintain daily productivity report, Bio-metrics.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc	Electrical & Electronic Engineering	The University of Asia Pacific	CGPA:3.42 out of 4	2012	4

H.S.C	Science	Notre Dame College,Dhaka,Bangladesh [Foreign Institute]	CGPA:4.3 out of 5	2007	-
S.S.C	Science	Saint Gregory`s High School,Dhaka,Bangladesh. [Foreign Institute]	CGPA:5 out of 5	2004	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Fire Drill	Emergency alarm, Emergency evacuation plan, Uses of fire extinguisher.	VFS Global	Bangladesh	Gulshan,Dhaka	2014	1 month
Programming of PLC	PLC for Industrial automation, maintenance and troubleshooting of PLC system	Engineering staff college, Bangladesh	Bangladesh	Dhaka	2012	20 hrs

### **Professional Qualification:**

Certification	Institute	Location	From	To
Operation Officer	UK VAC	Gulshan-2, Dhaka	October 13, 2013	April 16, 2016

### **Career and Application Information:**

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 18,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Engineer/Architect, Customer Support/Call Centre, Data Entry/Computer Operator, Electrician/Electronics Technician, Other Special Skilled Jobs
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Germany, Ireland, Malaysia, New Zealand, Australia, Austria, Canada, Denmark, Singapore, Swaziland
Preferred Organization Types	: Banks, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Engineering Firms, Airline, Food (Packaged)/Beverage, Electronic Equipment/Home Appliances, Tobacco, Cement, Dry cell (Battery), Cellular Phone Operator

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Electrical/Electronics</li> <li>Data Entry Operator (English)</li> <li>Telecommunication Service</li> <li>MS Word/Excel/PowerPoint/OneNote</li> </ul>	Knowledge about computer hardware and software, Installation and Troubleshooting, different types of electrical machines and accessories, Very good English typing skill, English conversation is good.I have the experience to deal with multicultural customers. Also have the ability to work efficiently and accurately under pressure situation.

<ul style="list-style-type: none"> <li>Customer Support/Client Service</li> </ul>	
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#### **Extra Curricular Activities:**

Cricket, Badminton, Table Tennis, Football.

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : T.I.M REZA UN NABI  
 Mother's Name : SUFIA BEGUM  
 Date of Birth : August 2, 1989  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : 32, Bijoynagar, Purana Paltan Postal Code -1000, City - Dhaka, Country - Bangladesh.  
 Current Location : Dhaka

#### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Tahnia Ahmed	MD. ZAKIR HOSSAIN KHAN
Organization	: Galaxy Facilitation Services Ltd	VFS GLOBAL
Designation	: Senior Officer,Hr	VAC MANAGER
Address	:	
Phone (Off.)	: 88-02-9854524	
Phone (Res.)	:	
Mobile	: 0-1755615240	880-1841043706
EMail	: P_tahniaa@vfsglobal.com	
Relation	: Professional	Professional