



## MD. JAHEDUL ISLAM LASKER

Address: 89/3, Kajalshah R/A, M.A.G Osmani Medical College Road, Sylhet.

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### OBJECTIVE

A person who is committed to professionalism, challenges, seeking an opportunity in a reputed organization, where strong interpersonal & Leadership skills & creativity are encouraged & has enough working scopes that enrich knowledge to build my career.

### SKILLS

- OS (Win XP, 7, 8, 10)
- Microsoft Office
- Adobe Photoshop
- Data Entry
- Optimum expertise in computer applications & Internet handling
- English & Bengali type accordingly.

### PERSONAL STRENGTH

- A quick learner
- Integrity
- Self-awareness
- Communication
- Coordination
- Ability to work as a part of a team.

### BRIEF DESCRIPTION OF WORK EXPERIENCE

#### **Sylhet Women Chamber Of Commerce and Industry.**

##### **Secretary ( 1<sup>st</sup> July, 2014 – 30<sup>th</sup> May 2018)**

- Presides at all meetings of the chamber of commerce board of directors and executive committee.
- Schedules and works with the president to prepare the agenda for meetings of the board of directors and executive committee.
- Respond to all official E-mails.
- Prepare monthly agenda for the board meetings.
- Work on any events that the chamber is having and/ or hosting and try to attend all activities.

#### **Sylhet Cable Systems Pvt Ltd.**

##### **Assistant System Admin (1<sup>st</sup> March 2012 - 28<sup>th</sup> Feb 2014)**

- Diagnose, troubleshoot and resolve issues, escalate if required in a timely manner.
- Install and configure computer hardware, operating systems, applications and maintaining all work stations computer systems including regular follow Up with solving hardware and software problems.
- Monitor and maintain computer systems and networks on a daily basis.
- Troubleshoot system (PC, Printer, Projector, UPS etc.) and network problems.

#### **Indian Visa Service Center.**

##### **Data Entry Operator (15<sup>th</sup> October 2010 - 29<sup>th</sup> November 2011)**

- Insert and update data on frequent basis.
- Reviews and verifies data entered into database to ensure accuracy.
- Develop new methods to enter data more efficiently.
- Communicate with data collection section to verify data that might be unclear.
- Assists and trains new data entry operators.
- Input identifiable information to allow for data tracking.
- Create back up files for all data.

## ACADEMIC QUALIFICATION

<b>Bachelor of Arts (B.A)</b> Sylhet Govt. College, Sylhet <b>Major</b> – Social Studies <b>Division</b> - 2 <sup>nd</sup> Division	<b>2014</b>
<b>Higher Secondary Certificate (H.S.C)</b> Madan Mohan College, Sylhet <b>Major</b> - Business Studies <b>GPA</b> - 2.20 (on 5.0 scale)	<b>2010</b>
<b>Secondary School Certificate (S.S.C)</b> Police Line High School, Sylhet <b>Major</b> - Science <b>GPA</b> - 3.44 (on 5.0 scale)	<b>2007</b>

## EXTRA – TRAINING AND WORKSHOP

### Completed Training courses on:

- ICT Digital Literacy for SME's
- National Skill Standard Basic Course (Computer Office Application)
- Productivity and Quality Improvement through suggestion scheme
- Entrepreneurship Development and Business Management
- Value Added TAX and Supplementary Duty Act 2012

## PERSONAL DETAILS

**Father's Name** : Late Md.Shafiqul Islam Lasker  
**Mother's Name** : Jahanara Akter Lasker  
**Date of Birth** : January 1, 1988  
**Gender** : Male  
**Marital Status** : Single  
**Religion** : Islam  
**Permanent address** : Nasirabad B-20, Bilpar, Lamabazar, Sylhet.  
**Present location** : 89/3, Kajalshah R/A, M.A.G Osmani Medical College Road, Sylhet.

## REFERENCE (S)

**NAHIM ISLAM CHOWDHURY**  
Coordinator (Facilities Management)  
Jalalabad Gas Plant - CHEVRON  
Airport road, Sylhet.  
Contact: +8801729-077841

**NASRIN SULTANA**  
Senior Officer  
Shahjalal Islami Bank LTD  
Dargah gate branch, Sylhet  
Contact: +8801715-240788

## DECLARATION

*I, hereby, declare that the information stated is correct to the best of my concern.*

*Jahedul Islam Lasker.*  
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**Jahedul Islam Lasker**