



SAIDUL REZA

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Sylhet 3100

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PROFESSIONAL SUMMARY

To work with a progressive organization and seek a challenging career which nourishes my passion to excel by grabbing the opportunities to learn new technologies, accept newer and higher responsibilities and thereby enhance and sharpen my creative and analytical skills for the benefit of the organization and even myself.

SKILLS

- Business analysis.
- Data collection and analysis.
- Customer service.
- Problem solving.
- Web Designing And Developing.
- Can Operate Windows and Mac Operating System.
- Excelant skill of Microsoft Office
- Communicate through Email and Other social media.
- Can detect computer hardware and software issues and solve them by my own experience.
- Adobe photoshop and elastrator.

WORK HISTORY

DATA ANALYST

01/2017 to 05/2018

Metropolitan University,Sylhet. | SYLHET

- Developed data architecture design to enable analysts to perform targeted customer analysis.
- Ensured network, system and data availability and integrity through preventative maintenance and upgrades.
- Improved data collection through implementation of organizational subsystems.

VISA ADVISOR

01/2015 to 12/2016

Himachal Travels,Zindabazar, Sylhet | SYLHET

PROCESS VISIT,STUDY,WORK OR SATTLEMENT VISA FOR CLIENT BY PROVIDING RIGHT INFORMATION AND DOCUMENTS.

OFFICE EXECUTIVE

01/2013 to 11/2015

A Social Agency [PGIC] Uposohor,Sylhet. | SYLHET

- Supported Chief Operating Officer with daily operational functions.
- Verified data integrity and accuracy.
- Answered calls, emails and faxes per day, addressing customer inquiries, solving problems and providing new product information.
- Researched and updated all required materials needed for firm and partners.
- Responded to customer requests via telephone and email and effectively answered questions and inquiries.

EDUCATION

GCS (O LEVEL) | Accounting And Computer Science

2007

The Sylhet Khajanchibari International School And College, Sylhet, Sylhet Division

- Majored in
[ENGLISH,BANGLA,MATHS,ACCOUNTING,ECONOMICS,COMPUTER]

GCSE(A-LEVEL) | Accounting And Computer Science

2009

British Council Bangladesh, SYLHET

Diploma In Marketing | COMMERCE

2011

Zaskin College, Greater London, England

Diploma In Web Designing And Devoloping | Web Design

2012

Sylhet Technical Training Center, SYLHET

Diploma In Professional Cook | Food Preparation And Hygiene

2017

Sylhet Technical Training Center,Exam Taken By City&Guilds., Sylhet

