

PERSONAL INFORMATION

Maheraj Siam



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Sex Male | Date of birth 16/12/1992 | Nationality Bangladeshi

WORK EXPERIENCE

06/06/2016–01/11/2017

Financial Associate

Maheraj Siam
Barudkhana, 3100 Sylhet (Bangladesh)
<https://www.metlife.com/>

Finance Maintenance

Marketing

Market Analysis

Data mining

People management

Business or sector Financial and insurance activities

07/11/2017–30/05/2019

Ecommerce Executive In-Charge

MohdBalhowaimil
Mirabazar, Mousumi, 3100 Sylhet (Bangladesh)
<https://www.balhowaimil.com/>

E-commerce management

Online data mining

Online Marketing

Account maintenance

Online Analysis

Business or sector Administrative and support service activities

EDUCATION AND TRAINING

01/10/2011–01/05/2016

Bachelor of Business Studies (B.B.S)

EQF level 5

Sylhet Government College
Tamabil Road, Tilagor, Sylhet, 3100 Sylhet (Bangladesh)
<http://sylgovcollege.edu.bd/>

Major: Accounting

Subject List

■ MANAGEMENT

■ ECONOMICS

■ ENGLISH (COMPULSORY)

■ BENGALI NATIONAL LANGUAGE

01/01/2009–31/12/2010	Higher Secondary Certificate Examination (H.S.C) Sylhet Government College Tamabil road, Tilagor, 3100 Sylhet (Bangladesh) http://sylgovcollege.edu.bd/ Group: Commerce Subject List: ■ Accounting ■ MANAGEMENT ■ ECONOMICS ■ ENGLISH (COMPULSORY) ■ BENGALI NATIONAL LANGUAGE ■ Computer Study	EQF level 5
01/01/2007–31/12/2008	Secondary School Certificate Examination (S.S.C) The Aided High School Sylhet Zindabazar tantipara, 3100 Sylhet (Bangladesh) http://www.theaidedhs.edu.bd/ Group: Science Subject List: ■ Bangla ■ English ■ Information & Communication Technology ■ Mathematics ■ Social Science Science: ■ Physics ■ Chemistry ■ Biology Optional Subject: ■ Agriculture Studies	EQF level 8
24/08/2014–04/03/2015	Diploma in Information & Communication Technology Bangladesh Computer Council Uposhohor E Block, 3100 Sylhet (Bangladesh) http://bcc.gov.bd/ ■ Computer Fundamentals & Office Applications ■ Project Work on Web Technology ■ Computer Programming in C/C++ ■ Data Communication and Networking ■ Multimedia and CAD ■ Internet & Web Technology ■ Hardware maintenance & Troubleshooting ■ Database Management System	EQF level 8
27/06/2019–25/01/2020	Diploma In Website Design & Web Application Development	

Bangladesh Computer Council
Upshohor E Block Sylhet, 3100 Sylhet (Bangladesh)
<http://sylhet.bcc.net.bd/>

- HTML5
- CSS 3
- Bootstrap 4
- Javascript
- PHP With OOP
- jQuery Library
- Laravel Framework
- Web Application Development
- Database Design with MYSQL
- Content Management System
- Wordpress/ Joomla

PERSONAL SKILLS

Mother tongue(s) Bengali

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C1	B2	C1	C1
Portuguese	A2	A2	A2	A2	A1

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

Communication skills

The ability to communicate effectively with superiors, colleagues, and staff is essential, no matter what industry you work in. Workers in the digital age must know how to effectively convey and receive messages in person as well as via phone, email, and social media.

Organisational / managerial skills

The point of a deadline is to keep tasks, deliverables, and projects under control so that business operations can flow smoothly. In retail or restaurant jobs, time management is crucial for serving customers promptly and keeping them pacified even when it is busy. Time management is an important skill employer looks for because, without it, a business can lose clients, miss goals, fail inefficiency, or miss important time-specific opportunities. Time management requires a good sense of work gauge so that you can correctly allot the time needed for a task. But it's not just about scheduling. Good time management also requires discipline, quick thinking, knowing how and when to delegate, and knowing when to use strategies for dealing with procrastination, distraction, and even unplanned events. My last designation was Ecommerce Executive In-Charge for that great power for management skills.

Job-related skills

1. Interspersed marketing solutions ltd

- Google Map Survey For Robi Telecom
- Barcode Generator Setup

2. MetLife

- People management
- Finance Maintenance

3. MohdBalhowaimil

- E-commerce Shop Management
- Account maintenance

Digital skills

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

Digital skills - Self-assessment grid

Diploma in Information & Communication Technology

Institution : Bangladesh Computer Council

- Computer Fundamentals & Office Applications
- Project Work on Web Technology
- Computer Programming in C/C++
- Data Communication and Networking
- Multimedia and CAD
- Internet & Web Technology
- Hardware Maintenance & Troubleshooting
- Database Management System
- Microsoft Office
- Search Engine Optimization
- Graphic Design
- Digital Marketing
- Content Writing

Other skills**My Other Skills:****I love to cook****Play football****Manage People Easily**