

Last Updated : **November 3, 2018****MD.SAIFUL ISLAM**

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**Career Objective:**

Building up career in challenging and rewarding position at a winning organization, where creativity, sincerity, motivation, skill and performance are the criteria for one's appraisal and recognition.

Career Summary:

I believe working in a reputed Organization like your on will provide me excellent opportunity for me career growth in thy area of direct information Technology .I am confident that if provided the opportunity to serve your organization ,I will prove myself to be an important asses for your company through my dedication ,sincerity of professionalism.

Special Qualification:

- Able to work Under Pressure .
- Have a good inter-personal communication skill.
- Analytical ability.
- Multitasking & able to keep Confidentialities.

Employment History:**Total Year of Experience : 1.2 Year(s)****1. Junior Executive . (March 4, 2018 - Continuing)****FIFO Tech**

Company Location : Janata Tower, 71 Kawran Bazar Road Dhaka, Bangladesh 1215

Department: Social Media

2. Office Executive (June 16, 2017 - November 30, 2017)**Puspodhara Properties Limited**

Company Location : Malibag

Department: Golden Eye

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor in Engineering (BEngg)	Electrical & Electronic Engineering	Green University of Bangladesh	CGPA:2.81 out of 4	2016	4 years
HSC	Science	IDRIS MOLLA MAHAVIDYALAYA	CGPA:4.1 out of 5	2010	2 years
Dakhil (Madrasah)	Science	Kalaiya Rabbania Fazil Madrasha	CGPA:5 out of 5	2008	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Master in Customer Service .	Customer Service .	Fifo-Tech.com	Bangladesh .	Software Park ,Janata Tower ,Karwoan Bazar .	2017	40 Days
MCS	Speaking Fluency	British Council	Bangladesh	British Council, 5 Fuller Road, Dhaka 1000	2017	10 Days
Industrial Training	EEE field Work	Ghorashal Power Plant	Bangladesh	Ghorashal,Narsingdi	2015	1 day
Industrial Training	EEE field Work	Ashuganj Power Station Company Limited	Bangladesh	Ashuganj, Brahmanbaria	2013	15 days

Career and Application Information:

Expected Salary : Tk. 12,000
Preferred Job Category : Engineer/Architect, Customer Support/Call Centre
Preferred District : Barishal, Chattogram, Dhaka, Khulna
Preferred Organization :
Types

Specialization:

• Expert in Microsoft Office [MS Word, MS Excel] • Advanced MS PowerPoint . • Can type 30 words per minute Today's Typing Speed score- Characters per minute: 169, Words per minute: 34. • Adequate knowledge on Computer Hardware & Software installation. • Vast knowledge about Internet Browsing, Surfing & Sourcing. • Expert in E-mail & Internet applications.

Extra Curricular Activities:

• Volunteer a Blood Donate Organization Named -MANUS . • Worked as a Group leader in any presentation & Assignment of my 4 years University life & highest Score obtainer (at least 80 percent presentation). • Organizer of many function such as pahela boishakh, 21 February, Bijoy dibos in Green University of Bangladesh. • I have done my Internship in Ashuganj power station and Ghorashal power plant.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father"s Name : Md.Bazlur Rahman
Mother"s Name : Jahanara Begum
Date of Birth : December 31, 1993
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Muslim
Permanent Address : Village :Kalaiya ,P.O : Kalaiya , Thana : Bauphal ,Dist : Patuakhali .
Current Location : Dhaka Division

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Professor. Dr. Md. Fayzur Rahman	Md.Ziaur Rahman
Organization	: Green University Of Bangladesh.	Millenium Serve and Inspection
Designation	: Professor & Chairperson (EEE)	Cheap Serving /Provider
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Relation	: Academic	Relative
