

# Muzakkir Hussain Chowdhury

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3100



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## CAREER OBJECTIVE

I am a reliable, optimistic, and friendly individual who enjoys the company of others. I am capable of working individually, likewise in groups and can converse with anyone with a friendly approach. I'm a computer literate as well as highly skilled in writing and typing skill system. I can adapt to various environments. I believe self-motivation plays a critical element in being successful at what one does. My punctuality and attendance are exemplary.

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## EDUCATION SUMMARY

### Level 3 Qualification is Equivalent to an A-level OTHM Level 3 Diploma in Business Management

OTHM Qualifications at Aims, Sylhet  
Group: Business  
CGPA: 3.68/4.00  
Passing year: 2023-2024

### Ordinary Level (O Level)

British Council Sylhet  
Group: Science  
CGPA: 3.00/5.00  
Passing year: 2014-2015

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## WORK HISTORY

### Call TO Talk - Call2Talk Year: 2021-2024

Detail-oriented and self-motivated Remote Customer Service Representative with over 3 years experience in Call To Talk Company a virtual support environment. Proficient in handling a wide range of customer inquiries via phone, email, and live chat. Adept using various CRM and remote working tools to deliver prompt and efficient service. We are known for excellent communication skills and a strong ability to resolve issues leading to high customer satisfaction.

### Four Online Group - FOG Year: 2017

A six-month Digital Marketing Training is an intense program of learning through which participants get an understanding of how several Content writing skills and approaches work. In the course of six months, go through tasks and assignments that touch on the most fundamental areas of Content writing such as Website content, copywriter, content marketing, email marketing, and data entry.

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## SKILLS

- YouTube SEO
- Google Drive, Docs, Drives, Gmail, Sheets
- Excellent Writing Ability
- Proficient in Microsoft Office (Word, PowerPoint, Excel, Access, Outlook)
- Typing Speed : 25 words per minute
- E-mail: outlook express, Microsoft outlook, web mailing

## EXTRACURRICULAR ACTIVITIES

### Volunteer

- Ovipray Poribar (Educational voluntary organization) Sylhet, Bangladesh (2018-2024)

### Ticket Liaison Officer (TLO)

- Bangladesh Premier League (BPL) Bangladesh Cricket Board Dhaka, Bangladesh. (2017-2023)

### Digital Marketing

- SEO
- Promotions
- Facebook, Instagram and marketing
- Content writer
- Youtube promotion

## WORKSHOPS & ACHIEVEMENTS

**Workshop at Communication Skills**  
organized by English Olympiad

**Workshop at The Great Kindness Challenge**  
organized by Volunteer For Bangladesh

**Workshop Creative Minds**  
organized by International Art & Craft Contest

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## REFERENCE: **Monjur Ahmed Chowdhury**

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