



MD Nazmul islam

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Sylhet, Bangladesh

SUMMARY

I would like to build up my career in a reputable and challenging private organization here that has ample opportunities to enrich the decision-making ability in the light of hardworking, dynamism, sincerity and honesty. To work in a challenging environment where I can put my best efforts and knowledge to reach the respective company,s goal and objectives.

EXPERIENCE

Student Counsellor HF consultancy

07/2023 - Present

- 1 .To give counselling to a new student when he come to the office.
2. write statement of purpose for students.
3. Until the unconditional letter arrives manage the student.
4. when students get unconditional letter then student deposit the tuition fees for University.
5. visa application for students.
6. Managing social media and make poster for social media.

Student Counsellor Diamond Educare

01/2023 - 06/2023

- 1.To give counselling to a new student when he come to the office.
2. Managing social media and make poster for social media.

IT & Cash Prime Islami life insurance Ltd

01/2018 - 12/2023

1. Proficient in operating cash registers, processing payments, and handling cash.
2. Entry the customers Data, managing customers and solve the customers problems.
3. Operating a cash register or computer system.
4. Accepting payments from customers.
5. Managing cash and making change for customers.

EDUCATION

Metropolitan University - BSC in Engineering
Department: Computer Science and Engineering
Passing year: 2023
Result: CGPA 2.63 out of 4.00

01/2018- 12/2023

Sylhet Polytechnic Institute - Diploma in Engineering
Department: Computer Technology
Passing year: 2017
Result: CGPA 2.77 out of 4.00

01/2013 - 12/2017

Ramsundor Pailot high school - Secondary school certificate
Department: Science
Passing year: 2012
Result: GPA 4.38 out of 5.00

01/2002- 12/2012

SKILLS

Microsoft Excel	Advanced	Social media marketing	Intermediate
Microsoft Word	Expert	Microsoft PowerPoint	Advanced
Graphic Design	Intermediate		

INTERPERSONAL SKILLS:

- Very Good temperament and enjoy challenges.
- Willing to learn and gain experience.
- Co-operative, innovative and hardworking.
- Good communication skills and outstanding team player.

I hereby declare that the above-mentioned statements are true to the best of my knowledge .

Sincerely,
MD Nazmul Islam