

Last Updated : **September 4, 2014****NAZNEEN SULTANA**

Address: House:43,Road:3. Block:C, Mirpur-12, Dhaka
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Career Objective:

I seek a demanding and honoring position in which I can utilize my skills and knowledge.

Special Qualification:

Computer Skills:
 Office Management
 Network Management

Employment History:

Total Year of Experience : 6.3 Year(s)

1. **Lab Assistant (February 1, 2013 - Continuing)**

Shanto-Marium University of Creative Technology

Company Location : Sector-13, Uttara RA, Dhaka-1230

Department: IT Support Division

2. **Front Desk Officer (September 15, 2012 - January 31, 2013)**

Greeha Neerman Builders Ltd.

Company Location : Senpara Parbata,Mirpur-10, Dhaka-1216

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc. in Engineering	Computer Science & Engineering	Bangladesh University of Business and Technology	Appeared	2015	3 Year 4 Mounth
Diploma in Engineering	Computer	Jhinaidah Polytechnic Institute	CGPA:3.3 out of 4	2012	4 Years
SSC	Science	Hatgopalpur High School	CGPA:3.75 out of 5	2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Office Management and Basic Networking	MS Word, MS Excel, Power Point, Networking	Jubo Unnayan	Bangladesh	Jhinaidah	2011	6 Mounths

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 10000
Expected Salary : Tk. 15,000
Preferred Job Category : Engineer/Architect, IT/Telecommunication
Preferred District : Anywhere in Bangladesh.
Preferred Organization : IT Enabled Service
Types

Language Proficiency:

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

Personal Details :

Father"s Name : Shariful Islam
Mother"s Name : Masuma Nasrin
Date of Birth : November 17, 1991
Gender : Female
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill:Hatgopalpur, PS:Jhinaidah, Dis:Jhinaidah
Current Location : Dhaka
