

Last Updated : **November 23, 2017**

## **NURUN NAHAR JANY**

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### **Career Objective:**

Career goals are important because they act as a destination for my career. Information Technology is a medium where I can develop myself with confidence.

### **Career Summary:**

I am working as a Deputy Manager at Shohoj Medical service, Have an experience on Customer service department.  
inbound and outbound calls, Counseling the clients etc.  
Recently I have done IELTS and obtained 5.5(R-5.0,L-6.5,W-5.5,S-5.5)

### **Special Qualification:**

Microsoft Office Word ,Microsoft Power Point ,Microsoft Excel.PHP, HTML,Email,Web Browsing.Adobe Photoshop CS3,Adobe Illustrator CS3, Face to Face customer support and counseling.

### **Employment History:**

**Total Year of Experience : 4.1 Year(s)**

#### **1. Deputy manager ( December 1, 2014 - Continuing)**

##### **Shohoj Medical Services**

Company Location : Haqs Tower(8th floor),Ga 28/D, Mohakhali C/A ,Dhaka-1212  
Bangladesh

Department: client service Department

##### **Duties/Responsibilities:**

Telemarketing, Email Marketing and also Clients Services, Administration, inbound and outbound calls.

#### **2. Student Counselor ( February 11, 2017 - April 11, 2017)**

##### **Next Admission.com (Global star limited)**

Company Location : Malek Tower 9th floor, Framget,Dhaka

Department: Counselor

##### **Duties/Responsibilities:**

Face to face consultant to the Students, follow-up the Students,give Information about the Universities and give them proper service.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bsc in Computing & Information System	Computing & Information System	Daffodil International University	CGPA:3.41 out of 4	2012	2007-2012	none
HSC	Science	Dhaka Mohila College	CGPA:4 out of 5	2006	2004-2006	none
SSC	Science	Sreenagar Sufia A,Hie,Khan Govt. Girls High School	CGPA:2.94 out of 5	2004	2002-2004	none

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics Design	Its Covered with Adobe Illustrator ,Adobe Photoshop CS3.	JOBSBD	Bangladesh	102 Shukrabad, Dhanmondi, Dhaka 1207 Bangladesh	2012	3month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Deputy Manager	Shohoj Medical Service	4,Mohakhali C/A,Bon Bhabanroad	December 1, 2014	May 9, 2016

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 20000  
 Expected Salary : Tk. 18,000  
 Preferred Job Category : IT/Telecommunication, Customer Support/Call Centre  
 Preferred District : Dhaka, Sylhet  
 Preferred Organization : Telecommunication, Advertising Agency, Software Company, Multinational Companies, Embassies/Foreign Consulate, Consulting Firms, Airline, Travel Agent, Call Center, Web Media/Blog, E-commerce

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• HTML/ DHTML</li> <li>• MS Word/ Excel/ PowerPoint/ OneNote</li> <li>• CSS</li> <li>• MySQL</li> <li>• PHP</li> <li>• DreamWeaver</li> <li>• Adobe Photoshop/ Illustrator</li> <li>• Client Service/ Marketing</li> <li>• Computer Operator</li> <li>• Customer Support through Phone</li> </ul>	3 years experience on customer service department.

### **Extra Curricular Activities:**

I participated in the JATEO SHISHU PURUSKAR ( SINGING SECTOR) BANGLADESH JATEO SHISU ACADIMY 1998-99 , Sreenagar, Munshigong, Dhaka I had been involved in the BANGLADESH SHISU ACADIMY (Center for education, cultural, sports) I had been involved in my College every cultural program.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Low	Low	Medium
sylheti	High	High	High

### **Personal Details :**

Father"s Name : Md. Abdul Jabber  
 Mother"s Name : Julia Begum  
 Date of Birth : January 5, 1989  
 Gender : Female  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill:Poshim Bhag P.O: South Bhadeshwer P.S:Golapgonj Dist: Sylhet  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Yousuf M.Islam,Phd.Professor	Mahmudur Rahman
Organization	: Daffodil International University,Dhaka	Shohoj Medical Service
Designation	: Executive Director, HRD Institute	Chief Executive Officer
Address	: Sukrabad,Dhaka	70/F (ground floor) ,Lackcircus ,Kalabagan ,Dhaka-1205
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Phone (Res.)	: 0	0
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EMail	: ymislam@daffodilvarsity.edu.bd	mahmudur@shohoj.com
Relation	: Academic	Professional

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