



Zulfa Ahmed

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To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Education

PGD in Supply Chain Management

Mind Mapper ISCEA Bangladesh

Result: Appeared

Duration: 6 months

BSc in Electrical & Electronic Engineering

East West University

Major in **Power**

Passing Year: 2016

Higher Secondary Certificate

Chandpur Govt. Girls College

Passing Year: 2010

Result: 4.1 Out of 5

Passing Group: Science

Secondary School Certificate

Protyashi R.A High School

Passing Year: 2008

Result: 4.5 Out of 5

Passing Group: Science

Languages

Bangla ★★★★★

English ★★★★★

Personal Information

Date of Birth : **December 31, 1993**

Marital Status : Unmarried

Religion : Islam

Hometown : Chandpur

Training

- 15 days industrial training at the Ghorashal Power Station.
- Human Crisis Management online free training
- Health & Safety Environment Training by Process Automation Ltd

Achievements

- Certified NSE3 Network Security Associate by Fortinet

Experience

Internal Sales Engineer— Process Automation Ltd.

(July 2019 – February 2020)

(Process Automation Ltd provides measurement instrumentation, services and solutions for industrial process engineering.)

Key Responsibilities:

Mainly working with corporate sales planning and developing business, demonstrating and presenting services, maintaining relationship with organization. Also purchase order reviewed & monitoring invoice, order process, different types administrative work and office Management

Executive – Eastern IT

(November 2018 – June 2019)

(Eastern IT has become a promising supplier of IT products in Bangladesh. Also provides security and surveillance and barcode solutions in RMG sectors)

Key Responsibilities:

Mainly working with manage key accounts ,act as the point of contact for clients, organize regular client meetings to discuss their requirements ,resolve problems and handle complaints in a timely manner , Identify new potential customers ,stay up-to-date with new features and product launch, suggest innovative ideas to increase sales and improve customer experience

Customer Support Executive— Eicra Soft Limited

(February 2017– September 2018)

(Eicra Soft Ltd is one of the leading web development service providers of Bangladesh. Also do domain registration and web hosting services.)

Key Responsibilities:

Mainly working with domain & hosting services, attend inbound outbound call and give support client according their problem. Also server maintenance, prepare daily sales report and bank Reconciliation

Extra-Curricular Activities

- Volunteered to collect data for Bangladesh Bureau of Statistics, conducted a national census in Bangladesh.
- Volunteered in 10 years celebration of EEE department in East West University

Skills

Technical Skills

Microsoft office (Word, Excel, Outlook, Power point, Visio), Windows Installation (97, XP, Vista, 07, 10), Web Browsing, Matlab, Pspice, Quickbook

Management Skills

Team Work , Public Speaking , Decision Making
Negotiation , Research & Strategy, Communication

Hobbies

Travel, Gaming, Listening music, Watching movie, cricket & football match, Playing badminton

References

Mohammed Shahnur Kader

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Romana Akhter

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Nasima Akter

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Certification, I affirm that the information compiled above is precise and accurate in its entirety and the certificate can be provided any time if required

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