

Abdullah Syed

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Jeddah 22335, Saudi Arabia, Zip Code:22335

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Portfolio: <https://www.behance.net/abdullahsyed>

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Career Objective

An articulate, qualified person who is able to effectively communicate with others from diverse backgrounds or varying degrees of ability. I would engage myself continuously to help, improve and grow the organization. Furthermore, I will be passionate on my given task, and manage them wisely through my gained skills. I know how to deal with critical situation and able to adopt any IT & Office-related process or system in a very short time.

Summary of Skills

- Managed executive calendar and coordinated weekly project team meetings.
- Planned and executed all aspects of office move.
- Project and Task management skills.
- Presentation skills.
- Experienced in making members/client comfortable and speak up their problems
- Ability to assess strength and weakness in team members and plan activities accordingly
- Dedicated, ambitious, positive and strong work ethic.
- Possess cultural sensitivity and adaptable to change; love to be a team player and ability to meet deadlines.
- Specialize in [Adobe Illustrator](#), [Adobe Photoshop](#) and [Figma](#) with unique design think sense.
- Excellent computer aptitude, proficient user of Microsoft Office Suite (Word, Excel, PowerPoint)
- Able to design unique, professional website.
- **Programming Languages**
 1. HTML (Hypertext Markup Language)
 2. CSS (Cascading Style Sheets)
 3. Java (Standard)

- Admirable time-management, computer, and interpersonal skill.
- Problem-solving skills.
- Driving

Educational Qualification

BSc (Hons.) in Information technology and Computer Science, Third Year

At Arab Open University, Jeddah, Saudi Arabia.

2019 — present

CGPA - (3.88 / 4.0)

Higher Secondary Certificate, at Bangladesh International School and College, Jeddah

Dhaka Board, 2019 (Science Group)

GPA - (4.25 /5.0)

Secondary School Certificate, at Bangladesh International School and College, Jeddah

Dhaka Board, 2017 (Science Groupe)

GPA- (5.0 / 5.0)

Junior School Certificate, at Bangladesh International School and College, Jeddah

Dhaka Board, 2014

GPA - (5.0/5.0)

Certifications

- Microsoft AI Classroom Series
- The complete Front-End Web Development Course -by Udemy
Certificate no: UC- 01YT88A
- JavaScript Workshop by Packt
Certificate ID : ysfz5pdqdn

Awards

- Outstanding Academic Performance Award in 2017
- Independent Day Essay Competition Award
Given by Bangladesh Consulate General, Jeddah, Saudi Arabia
March – 2013

Personal Details

SL	Particulars	Detailed Information
1.	Name	Abdullah Syed
2.	Date of birth	29-05-2000
3.	Gender	Male
4.	Hight	5 feet 11''
4.	Permanent address	Village- Akub Dandi. P/O-Iqbal Park. P/S-Boalkhali. District- Chittagong. Country: Bangladesh.
5.	Religion	Islam
6.	Nationality	Bangladeshi
7.	Marital status	Unmarried
9.	Valid Iqama No	(Iqama is transferable)