**Md. Asaduzzaman (Aminur)**

Diploma in Engineering (CSE)

1.5+ Years of Employment Experience

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 Komaygari, Naogaon Sadar- 6500, Rajshahi, Bangladesh

* Career Objectives

To build up a long-term career development and looking for a challenging career in a dynamic situation where there is a scope for demonstration, thrive to imagination and passion to reach in esteem level.

* Employment Experience

**Employment:** 1.5+ years of experience

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|  | **Full Time Job** | **Work Session** |
| Assistant Web Developer | Faith Media Ltd  29th Street, Mohakhali DOHS, Dhaka. | Feb,2021 – May,2021 |
| Virtual Assistant of CEO | TIC Accessories Ltd  167th Street, Jamaica, New York 11432, USA | March,2020 – Jan,2020 |
| ICT Teacher | EEE & IT Training Center  Mondol Mor, Sapahar-6560, Naogaon, Rajshahi | Oct,2019 - Dec,2020 |

* Professional Skills
* Office/Business/Shopping Mall/Store/E-Commerce//ERP/HRM/POS/Retail Software Manage & Support
* IT Department, Internet Browsing, Emailing, Researching, Official Letter/Documents/PDF Editing
* Average Typing Speed in Bangla 20 wpm and English 40 wpm
* Microsoft Office 2013/2016/2019 (Word, PowerPoint, Excel, Outlook, OneNote)
* Basic Graphics Design Support with Photoshop & Illustrator
* Software & Hardware and IT Related Problem Solving.
* Carrier Achievements
* Excellent communication and interpersonal skills.
* Good analytical and problem-solving skills.
* Good Experience by hands on work
* Career oriented, hardworking and ability to handle multiple tasks
* Quick learner and ability to learn new concepts
* Strong collaboration skills in team environment
* Excellent communication skills
* Professional Strengths & Activities
* Highly motivated, self-disciplined, good team organizer, and pleasantly adaptable.
* Always keen to take on responsibility and possess strong leadership qualities.
* Work under pressure at a fast pace and committed to professionalism.
* Personal Information

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| **Biodata** | | **Permanent Address** | |
| Name | Md. Asaduzzaman (Aminur) | Moholla | Hajrat Khaza Bakibillah (R.) Moholla |
| Father | Md. Abul Kalam Azad | Village | Komaygari |
| Mother | Mst. Anju Ara | Post | Naogaon Sadar-6500 |
| Birth Date | 22/01/1997 | District | Naogaon |
| Gender | Male | Division | Rajshahi |
| Height | 5’9” |  |  |
| Religion | Islam | **Present Address** | |
| Nationality | Bangladeshi (By Birth) | Same as Permanent Address for now | |
| National ID | 915 536 2271 |

* Educational Qualification

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| **Topic** | **Institute** | **Pass** | **G. P. A.** |
| Diploma in Engineering (CSE) | Bogra Polytechnic Institute, Bogra-5800 | 2018 | 2.92 out of 4 |
| S.S.C. (Voc)  Computer Technology | Naogaon Technical School & Collage, Naogaon-6500 | 2013 | 4.88 out of 5 |

* Industrial Attachment Training

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| Center | Bangladesh IT Institute |  |  |
| Topic | Web Design & Development | Duration | 3 months |
| Address | Opolok, Sen Para, Parbota, Mirpur-10, Dhaka-1216 | Date | 1/8/2017 - 30/10/2017 |

* Language Proficiency
* Fluent in reading, writing, speaking and understanding in both Bangla and English.
* Reference

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| Referance-1  Md. Azizul Amin Al-Aman  Head of the Department  Computer Technology  Bogra Polytechnic Institute, Bogra.  Mobile: 01712-685203 | Referance-2  Eng. Mohammad Ali  Jr. Instructor  Computer Technology  Bogra Polytechnic Institute, Bogra.  Mobile: +01712-710603 |

Asaduzzaman

Date: 19 November 2021 Signature