



# SUJON HOSSAIN

## CONTACT

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## EDUCATION

### INTERNATIONAL UNIVERSITY OF SCHOLARS

- B. sc in Computer Science and Engineering

### KAUNIA COLLEGE

- Science
- GPA: 4.58 / 5.0

## SKILLS

- Project
- Public Relations
- Teamwork

## COMPUTER SKILLS

- MS Office 365
- Web development Wordpress
- Html5/css3/bootstrap5/

## LANGUAGES

- Bangla (Fluent)
- English (Fluent)

## PROFILE

I'm a web developer with a passion for maintaining online content integrity. Currently a student, I bring a blend of technical skills and critical thinking to ensure high-quality moderation. I'm eager to contribute to a team dedicated to fostering a safe digital environment.

## WORK EXPERIENCE

### Genex Infosys LTD

2022 - 2024

customer Service Officer

- Review, process, and monitor user-generated content to ensure compliance with client guidelines and standards.
- Categorize and filter content to remove sensitive, abusive, and inappropriate material, maintaining a safe online environment.
- Meet daily deadlines with a focus on accuracy, reporting task completion to team leaders as required.

### Shwapno Super Shop

2021-2022

CA/ Assistant Floor Manager

- Coordinate daily store operations and manage inventory, cashier, and customer service functions.
- Supervise and support staff, ensuring efficient task management and a positive work environment.
- Maintain high standards of service, addressing inquiries and resolving issues to enhance the shopping experience.

### Data Entry Operator

- Accurately enter and update data into databases or systems according to established procedures and guidelines.
- Ensure data integrity and accuracy by performing regular checks and verification tasks.
- Meet daily quotas and deadlines while maintaining high standards of efficiency and precision.