


SAJIA AFRIN SUROVI

Bachelor of Science in Computer Science in Engineering

 R/3, NURJAHAN ROAD, MOHAMMADPUR, DHAKA-1206, BANGLADESH

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|| OBJECTIVE

A Highly Motivated Individual Wishing To Use Analytical And Organizational Knowledge To Pursue Along with Time Career In Development Organization To Significantly Contribute Organizational Development And Bring Personal Fulfilment.

|| KEY SKILLS

- MS Word
- MS Power Point
- MS Excel
- MS Access
- E-Mail & Internet
- WordPress
- JavaScript
- PHP
- AutoCAD (2D & 3D)
- Digital Marketing (Social Media Marketing, Technical SEO, On page & Off page SEO, Affiliate Marketing, Content Writing & Proper Optimization)
- Data Entry
- Tally ERP 9
- Computer Operator
- Customer Support/ Client Service
- Customer Support through Phone
- Ability to produce comprehensive documentation, prepare reports & presentation with MS Office.
- Ability to develop and maintain front and back-end code to a WordPress website.
- Ability to make report for ERP as per client requirement & Maintain Educational ERP software as client's requirement.
- Have to Monitoring & provide suggestion or work idea to my team & make report of daily task etc.
- Strong negotiation skills
- Knowledgeable on product
- Excellent communication skills
- Able to work under pressure
- Works well as part of a team
- Leadership and organizing ability
- Quick learner and creative
- Ability to cope
- Attractive punctuality
- Reliable work

|| EDUCATIONAL QUALIFICATIONS

BACHELOR OF SCIENCE (HONS)

COMPUTER SCIENCE & ENGINEERING - 2019

Successfully completed 4 years durations BSc (HONS) in Computer Science & Engineering from Bangladesh University, Dhaka, Bangladesh and got GPA-3.76 out of 4 in the year of 2019.

DIPLOMA IN ENGINEERING (DIPLOMA)

ARCHITECTURE & INTERIOR DESIGN -2014

Successfully completed 4 years durations Diploma in Architecture & Interior Design from Thakurgaon Polytechnic Institute, Thakurgaon, Bangladesh and got GPA-3.13 out of 4 in the year of 2014.

SECONDARY SCHOOL CERTIFICATE (SSC)

SCIENCE - 2010

Successfully completed 2 years durations Science from Saint Philip's High School, Dinajpur, Bangladesh and got GPA-3.13 out of 5 in the year of 2010.

|| WORK EXPERIENCE

MONITORING OFFICER RYANS ARCHIVE LIMITED, DHAKA : FEB 2019 -CONTINUING

My role as a Monitoring Officer in TVC Department that situated at Kusholi Bhaban (3rd & 4th Floors), 238/1, West Kafrul, Dhaka 1216 and my responsibilities at this company also included:

- Have to Monitoring.
- Have to provide suggestion or work idea to my team.
- Have to make report of daily task etc.

COMPUTER OPERATOR BANGLADESH IT INSTITUTE, DHAKA : JUN 2017 - FEB 2019

My role as a Computer operator in IT Department that situated at 225, Senpara Parbota Opolok" 2nd & 3rd Floor, Mirpur 10 Roundabout, Dhaka 1216 and my responsibilities at this company also included:

- Data processing & Reporting
- Scan documents and print files ,when needed

JUNIOR EXECUTIVE-IT ADDIE SOFT LTD, DHAKA : AUG 2016 - MAY 2017

My role as a JUNIOR EXECUTIVE (IT) in Service Department that situated at Green Field School & College Mirpur-10, Dhaka-1216 & my responsibilities at this company also included:

- Maintain Educational ERP software as client's requirement.
- Make report for ERP as per client requirement.
- Giving training to client as they are able to operate ERP.
- Need to implemented new client's ERP database with help of institute's concern person.
- Need to regular communicate with client about their problem.
- Also need to provide different types of IT service of an educational institute or company.

|| PERSONAL DETAILS

Father`s Name : Azizar Rahman
Mother`s Name : Hafiza Khatun
Date of Birth : 20 February 1995
Gender : Female
Marital Status : Single
Nationality : Bangladeshi (By Birth)
National ID No : 6420716158
Religion : Islam
Permanent Address : Village: Kosba, Post: Pullhat, Thana: Kotoali, Dinajpur-5200, Bangladesh.
Present Address : R/3, Nurjahan Road, Mohammadpur, Dhaka-1206, Bangladesh.

|| REFERENCES

Sonjoy Bonik
Jr. Instructor (R/AC)
Head of the Department of Architecture
Thakurgaon Polytechnic institute ,Thakurgaon
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Engr. Muhammad Rasel Al-Amin
B.Sc. in Civil, AMIEB-14849
Project Engineer
Amass Properties Ltd.
Mobile: 01718058921

Sajia Afrin Surovi

DATE :

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