



# BODRUL HUDA ATTASHAM

## OBJECTIVES

Secure a specific position in the organization where I can apply my theoretical knowledge, skills in different fields and relevant departments and also achieve a successful career through devotion, commitment and hard work by contributing to the success of the organization.

## PHONE

(011) 260-29793

## EMAIL

b.huda009@gmail.com

## ADDRESS

No 12, Jalan 1,  
Taman Sentosa 1,  
45600, Bestari Jaya,  
Selangor.

## PROFESSIONAL EXPERIENCE

### Quality Control

Shopee Logistic– Shah Alam, Selangor  
Oct 2021 – April 2022

- Check product quality and make report based on requirements.
- Maintain communication with sellers and buyers.
- Report in Google form and spreadsheet for database. Receive any item return by the customer.
- Manage Inventory.

### Coordinator

Ria Money Exchange – Kapar, Selangor  
Jun 2021 – Sep 2021

- Maintain a good relation with Customers.
- Updating daily reports.
- Interpreter and Help customers to fill up forms.
- Follow up customer requirements and concerns until customer complaints are completely resolved.

### Administrator

Bayu college – Kapar, Selangor  
Mar 2017 – Jun 2021

- Prepare academic calendar, timetable.
- Provide teaching materials: slides, notes, student learning outcome.
- Arrange documents for government audits such as KPT, Star Rating, MQA and ad hoc.
- Develop transcript and result.
- Maintain company documents and institute equipment.
- Coordinate with management and teachers.

## EDUCATION

On Going

**Bachelor Of Information and Communication Technology**

Asia e University  
Subang Jaya, Selangor

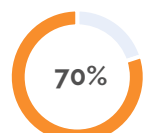
2018  
**Diploma on Information Technology**

Cambridge Association of Entrepreneurs  
Kapar, Klang, Selangor

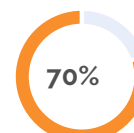
## KEY SKILLS



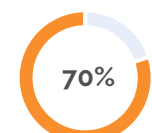
Microsoft Office



HTML & CSS



SQL



Google Workspace

## ADDITIONAL SKILLS

English (Intermediate)



Typing speed of 70 WPM



Problem Solving



Team Leadership



## COMPUTER LITERACY

- Any kind of Computer Operating.
- Operation of MS Office (Word, Excel, Access and Power Point).
- Excellent Knowledge about both Windows and Mac operating system .
- Outstanding ability on Adobe Photoshop & Illustrator.
- Have proficiency on Design by using Adobe Illustrator.
- Excellent Knowledge about internet (Email, Browsing) etc.
- Troubleshoot hardware or software problems on both Desktop and Laptop.
- Have skill on HTML, CSS, SQL, C, JavaScript and Python.

## PROFICIENCY

- Have successfully completed the Course of **Computer Operation**, From Dinajpur Technical Training Center (Under the Bureau of Manpower, Employment and Training).
- Participated a Course on **SEO** and **Web Design**, organized by Swanirvar Bangladesh ( Ministry of Information and Communication Technology).
- Magnificent skill in English Language. Successfully completed a English Course organized by British Council. Scored 6.00 in **IELTS** examination under Cambridge University.
- Can communicate in English, Bangla, Hindi, Urdu and Bahasa Malaysia.
- Joined **Career Development & Personality Test Workshop** organised by AeU

## REFERENCE

1. Kanageswari A/P Shanmuganathan  
Manager  
Ria Money Exchange  
01111976214
2. Dr. Sathiavanie A/P Jaganathan  
Director  
Bayu College  
0194398506

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Your Faithfully

Bodrul Huda Attasham