

# IFTHIAR HOSAIN

223, East Dholaiper, Dania , Dhaka-1236.

Phone-01797070128

E-mail: [iftiar2@outlook.com](mailto:iftiar2@outlook.com)



As a highly motivated and results-driven personal with a strong background in Microsoft office and handling foreign clients with strong communication and team building skills. Skilled in Data Entry, Analytical skills, English and Management. I am passionate about utilizing my skills and experiences to make a positive impact.

## EXPERIENCE

**JUNE 2018 – JUNE 2023.**

**EXECUTIVE OF OPERATIONS,** TEAM PERISCOPE

Communicating with foreign clients, handle project operations with problem Solving Mentality and Have the ability to organize, prioritize and track numerous tasks. Our team completed four projects parallelly with client satisfaction in required time.

**OCTOBER 2017 – DECEMBER 2017**

**INTERN,** CM WORK SOLUTIONS

I have done my internship here by doing Online Data Entry and Become a specialist in Online Data Entry.

## EDUCATION

**FEBRUARY 2016 AND JUNE 2021**

**ELECTRONIC AND COMMUNICATION ENGINEERING,** INSTITUTE OF SCIENCE AND TECHNOLOGY

CGPA- 2.73

**AUGUST 2015**

**HIGHER SECONDARY SCHOOL CERTIFICATE,** GOVT.KABI NAZRUL COLLEGE

GPA-3.57. Board- Dhaka

May 2013

**SECONDARY SCHOOL CERTIFICATE,** A.K SCHOOL AND COLLEGE

GPA -4.88. Board- Dhaka

## SKILLS

- Online Data Entry
- Excellent English-speaking and writhing skill
- Strong Business and Analytical mindset
- Strong communication skill
- Interpersonal Skill
- Easily Adaptable
- Database
- Information system
- Typing
- Support Service
- Teamwork
- Microsoft office, MS outlook
- Google suite
- Management
- Operational Activities
- Attention Detail
- Reporting
- Problem Management
- Workplace Culture
- Computer literacy
- Spreadsheets

## ACTIVITIES

I was the leader of my last office team and we have achieved great success in our project. I have published a website name blood management system. I have also very active in social life. A Strong administrative personal with focused mind and willing to learn new things.

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October 20, 2023

The Head of Human Resource

Radiant Data Systems Ltd.

BDBL bhavan (11th floor) West side, 12 Kawran Bazar 1215 Dhaka.

**Subject: Application For the position of “Credentialing Analyst”**

Dear Sir,

In the response to your Job Advertisement published in your Facebook page dated May 31, 2023.

I would like to introduce myself as I believe I have the skills, qualifications and experience necessary to make a significant contribution to your organization.

I have got my graduation degree Bachelor of Science (Bsc) in Electronic and Communication Engineering from Institute of Science and Technology Affiliated with National University.

I have 5 years of experience in company operations. Also, I am an online Data Entry specialist. I am very fluent in writing and speaking English. I have skill in Microsoft office and MS outlook. I am self-motivated, energetic, enthusiastic and ever ready to learn new things. I am confident to ensure the highest level of professionalism and commitment to my job.

I believe working in a reputed organization like your one will provide me an excellent opportunity for my career. I would truly be grateful if I am finally selected for that position and I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

Sincerely,

Ifthiar Hosain

Phone- 01797070128