

IFTIAR HOSAIN

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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.