XYZ



Technology Integration & Automation Specialist

Present Address: Senpara Parbata, Mirpur,

Dhaka-1216, Bangladesh

Contact: 017xxxxxxxx, 018xxxxxxxx

Email Address: [xyz@gmail.com](mailto:xyz@gmail.com), abc@example.com

LinkedIn Profile: www.https//xyz-linkedIn

SUMMARY OF QUALIFICATIONS:

[Position], Daffodil Group with 3.5 years of experience. Adept in customer support, office management, and preparing well-researched documents. Skilled in time management, writing business proposal and policy, G-suite and ERP management, team management etc. Also experienced in creative writing, preparing meeting minutes bookkeeping & appointment management while meeting deadlines.

EXPERIENCE:

If you have any work experience in any organization, then add here (Company Name, Designation, Duration, Company Address and job description). It could be an internship/ full time job.

Major Responsibilities:

1. …
2. …
3. …

EDUCATION:

(Start from your very recent qualifications and go as a downward)

Bachelor’s Degree

Institute Name : Daffodil International University (DIU), Dhaka Bangladesh

Subject : Business Administration

CGPA : 3.50 (Out of 4)

Passing Year : 2015-2018

Higher Secondary Certificate (HSC)

Institute Name : Daffodil International College (DIC), Dhaka Bangladesh

Subject : Business

CGPA : 4.50 (Out of 5)

Passing Year : 2012-2014

Secondary School Certificate (SSC)

Institute Name : Daffodil International School (DIS), Dhaka Bangladesh

Subject : Business

CGPA : 4.50 (Out of 5)

Passing Year : 2010-2012

PROJECT/THESIS:

Add the details (if you did any project or thesis then add the title and the name of used software’s.. Also write 2-3 sentences to brief about your project) by using bullet points.

EXTRACURRICULAR ACTIVITIES:

If you are connected with a club or an organization as a volunteer/campus ambassador. Add that details here. (By using bullet points)

LANGUAGE PROFICIENCY:

Bangla (Native) :Excellent Command in reading, writing and speaking.

English : Excellent Command in reading, writing and speaking.

TRAININGS & CERTIFICATIONS:

General Computer and IT

Course : Basic Computer course

From : Skill Jobs

Course : Excel: Statistical Process Control

From : LinkedIn

English Communication

Course : English & Business Communication

From : Skill Jobs

ACHIVEMENTS:

Write down any rewards or certifications you have received from the programs and write details that what you have learned from the programs (By using bullet points)

KEY SKILLS:

Language Proficiency:

Computer Literacy:

* Operating System: (Only add this section if you have the knowledge of working with an OS other than Windows, For Example: Linux. Ubuntu)
* Graphical Software:

Adobe Photoshop, Adobe Illustrator

* MS Office: MS Word, MS PowerPoint, Excel, Access, Outlook (You can also add your learning level- Beginner or Advanced)

* Others: (If you have others software knowledge related your subject then add here)

PERSONAL INFORMATION:

Name : xyz

Fathers Name : abc

Mothers Name : def

Nationality : Bangladeshi

Date of Birth : 01 January 1996

Marital Status : Married / Unmarried

REFERENCES: (Must use Email address & phone no of the person)

Ms. Def

Position: Manager

Organization Name: abcedef

Contact: 017xxxxxxxx

Email: [def@gmail.com](mailto:def@gmail.com)

Organization Address: R. 5, H.35, Mirpur, Dhaka-1207, Bangladesh

Mr. abc

Position: Assistant Manager

Organization Name: fedcba

Contact: 017xxxxxxxx

Email: [abc@gmail.com](mailto:abc@gmail.com)

Organization Address: R. 7, H.8, Uttara, Dhaka-1207, Bangladesh