



# Khandoker Shahil Rahman

## My Contact

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☎ 01975358861

📍 Shapla Housing, 213/10/1.  
Agaragaon

## Hard Skill

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- (c,c++) beginner programmer
- Fluent in English
- Information acknowledgement
- Data monitoring

## Soft Skill

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- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

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- SSC  
*Dhanmondi Govt. Boys High School*  
Gpa. 4.33 (2020)
- Hsc  
*Milestone School and College*  
Gpa. 5.00 (2022)
- BSC. Engg. in CSE.  
*Bangladesh University Of Busyness and Technology*  
(2023\_2027) Expected to be graduate

## About Me

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Dedicated and detail-oriented performer with 1 year of experience. Eager to apply proven-budget maximization skills for digital platform in monitoring, maintaining and completing expected targets and reconciliations. Special interest in achieving the peoples trust on social media and helping with .

## Professional Experience

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### Sales squad | Scheduling Manager

Key responsibilities:

- Communicate with the managers and analysing date, places and documents of sources
- Recording work details for clear view off appointments
- Prepare reports on the above information and communicate the manager of these reports to ensure the daily targtes
- Communicate with the team leaders to make perfect work balance for more resources
- Helping colleagues to make work easier and progressive

### Dynamic BPO | Scheduling Manager

Key responsibilities:

- Communicate with the managers and analysing date, places and documents of sources
- Recording work details for clear view off appointments
- Prepare reports on the above information and communicate the manager of these reports to ensure the daily targtes
- Communicate with the team leaders to make perfect work balance for more resources
- Helping colleagues to make work easier and progressive