

Md Shahnoor Rashid

14 Meryhurst Road, Wednesbury, West midlands, WS10 9BX.

Mobile: 07572 955996. Home: 0121 238 2975.

Email: msrashidgb@gmail.com

Date of birth – 1st May 1972.

I am a customer focused person and I want to be part of a reputed company where I can apply my skills. I love to face customers, enjoy challenges and work as a team. I am capable of work under pressure and meet the targets. I am computer literate and have knowledge of modern day's technology.

Skills

- Good customer service skills.
- Knowledge of MS Word.
- Fluent in four different languages-
Bengali, Hindi, Urdu & Punjabi.
- WordPress & Elementor.
- Html, CSS, Javascript..

Experience

March 2008 - February 2009

Adviser | Citizens Advice Bureau | Smethwick, West midlands.

My role was to advise clients about their benefits, debts and immigration matter. Main duties were contacting companies over the phone to solve disputes on behalf of clients, data entry in the computer system and various paper works.

June 2011 - August 2015

eBay Trader |

I was selling clothes and gift items on eBay.

October 2015 - September 2019

Freelancer | Bazi Group | Wednesbury, West midlands.

Making websites for clients.

March 2020 – till present

Education

HNC | Legal Studies | The Open University, Milton Keynes | 2008

Qualification

HNC | LEVEL 4 | Certificate in Legal studies | 2008

Courses

Diploma in Graphic Design | One Education

Certificate in Web Design | Lead Academy

Hobbies

Reading books.