

TAHLEEL ABBAS JOY

Computer Engineer

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A Computer Engineering graduate, seeking an opportunity to utilize my potential in building new software and technology with the latest requirements and advancements in the field of technology. Now I am working with **C and T Homecare Services, LLC** a Health Care agency which is a fully New York-based company. I am working here for more than 2 years remotely. Recently I have built there entire WordPress website (www.candthomecare.in) also working as **Payroll Coordinator**. My other responsibility is to checking the timesheets, proceed the payments to more than a thousand Caregivers and Nurses per week in **HHA Exchange** and also communicate with them about their payment related issues over the phone or online platform. I am continuing multitasking works to support this company. I have trained almost 16+ new coordinators in this company. Also I have experience to work as **EVV** (Electronic Visit Verification) coordinator, **INTAKE** coordinator, **Payroll Customer Service Coordinator** etc. **Highly preferred to work as a remote employee.**

WORK EXPERIENCE (Since January 2021 to Current)

WordPress Website Designer

C and T Homecare Services, LLC

📍 7411 37th Ave, Jackson Heights NY 11372, USA

Payroll Coordinator

C and T Homecare Services, LLC

Social Media Manager

TEHNEET Tours and Travel

PROJECTS

- Patient Healthcare and Health record **android** application
- Hospital management system using Html, CSS, JavaScript.
- Library management System using C#
- 2D car game using OpenGL and C++.
- Line Follower Robot using Arduino and IR sensors.

REFERENCE:

Mohammed Asaf-Ud-Doulah

Team Leader,

Human Resources Department,

C and T Homecare Services, LLC

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Dr. Mohammad Hasan Imam

PhD(University of Melbourne, Australia),

B.Sc.Engg. in EEE(BUET),

MIEEE Senior Assistant Professor Faculty of Engineering, AIUB.

Email: hasan.imam@aiub.edu

EDUCATION

B.S.C. in Computer Engineering

American International University of Bangladesh

📅 2017 - 2020

📍 kuril, Dhaka, Bangladesh

SKILLS

- Website designing.
- Digital Marketing.
- Social Media Managing.
- Facebook Ads and SEO.
- Data Collecting, Scraping.
- Email Marketing.
- Virtual Assistance.
- Cold calling with multiple languages such as English, Bengali, Hindi, Urdu.

Software Experience

- IDE-Visual Studio.
- **HHA Exchange**.-Payment software
- **Viventium**.-Payment software
- Quickbase.-Official use.
- Microsoft Excel.
- MS Office.