



# Sunjida Jahan

## Summary

Highly motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## Work Experience

### Executive-Client Coordination & Business Development

#### Eurofins MTS

February 15th 2022 –Present

- Ensure smooth coordination of lab testing by communicate with customers and internal labs.
- Assessing test requisition forms and ensures samples are adequate as per SOP/methods.
- Register all customer's objections and rejections of company services and persuades them.
- Follow-up, ensure that appropriate action has been taken with client complaints.
- Solve complex incidents and problems impacting management and business direction.
- Ensure final report generation as per SOP/customer specifications.
- Maintain client records and update accordingly.
- Visiting potential clients to promote services and to keep good relationship with them.
- Share all kinds of customer feedback at the weekly meeting.
- Help to develop new business area for testing and inspection.
- Developed growth plans by identifying key clients, key targets and priority service lines.

### Assistant Engineer

#### SP Infradev Robotics Company

October 1st 2021 – February 14th 2022

- Learn about robot technologies.
- Setting all types of robots to perform.
- Creating better installments for robots.
- Arrange meetings and classes to study robot technologies.
- Providing technical support to Marketing team.
- Using VSLAM/ SLAM technology.
- Offered technical assistance to clients to facilitate seamless installations and updates

### Content Writer

#### Onnorokom Group

January 3rd 2021 – June 25th 2021

- Brainstormed, researched and contributed content ideas that appealed to target audience.
- Performed in-depth research into topics to write clear and accurate copy.
- Completed time-sensitive writing assigned on short notice and consistently met deadlines.
- Wrote original keyword-rich content following branding and SEO best practices.
- Validated accuracy of information, data and references in written content

## Reference

### Dipok Chandra Ghosh

General Manager , Eurofins MTS

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## Contact

📍 House-07, Road-04, Section-01, Mirpur, Dhaka-1216.

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📞 01969462747

## Computer Skills

- Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook.
- MATLAB, ANSYS.

## Education

### B.Sc. in Nuclear Science and Engineering From MIST

Passed in 2019

### HSC(Science) from BCIC College

Passed in 2014

### SSC(Science) from BCIC College

Passed in 2012

## Training

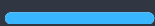
- Training on Anti-bribery policy.
- Organizational work ethics.
- COVID-19 awareness training.
- Chemical Management System-Leadership & management roles.

## Extra-Curricular Activities

- Story Writing
- Painting
- Photography
- Dancing

## Language

BANGLA



ENGLISH



RUSSIAN

