

# Resume

## PERSONAL INFORMATION



### Tanvir Parvez

📍 Khonika, Plot # 11, Road # 1, Block # B, Section # 7  
Mirpur - 12, Dhaka – 1216

📍 Shah Mokhdum Residential Area, Holding # 53, Plot # 120, Road # 11  
Paba Natun Para, Rajshahi – 6203

☎ 0171 250 1213

✉ tanvirparvez77@gmail.com

📄 tanvirparvez77

## JOB APPLIED FOR POSITION

### WORK EXPERIENCE

From Jan 2019 to Till Now

#### CharuTech Interactive

Admin & HR

[www.charutech.com](http://www.charutech.com)

From Oct 2014 to Nov 2018

#### Web Tech Soft

Admin & HR

[www.webtechsoft.com](http://www.webtechsoft.com)

From Feb 2007 to Aug 2014

#### Genuity Systems Ltd.

Lead Web Designer

[www.genuitysystems.com](http://www.genuitysystems.com)

From Dec 2006 to Jan 2007

#### Infomedia

Senior Web Designer

[www.infotel-bd.com](http://www.infotel-bd.com)

From Dec 2005 to Nov 2006

#### Holiday Internationals

Senior Graphic Designer

## EDUCATION AND TRAINING

Name of Course	Board	Year	Division /Class
B.B.A	India ( Bangalore )	1997 - 2000	Grade B+
H.S.C	Dhaka	1995	2 <sup>nd</sup> Division
S.S.C	Dhaka	1992	1 <sup>st</sup> Division

## LANGUAGE SKILLS

language(s)	UNDERSTANDING	SPEAKING	WRITING
Bangla	Excellent	Excellent	Excellent
English	Excellent	Good	Good

## WORKING SKILLS

Computer skills	Software	Office	Script Languages	Other Experience
	Adobe Photoshop CC Adobe Illustrator CC Adobe InDesign CC Adobe Dreamweaver CC	Ms Word	HTML5 CSS3 Java script (js) php	WordPress Bootstrap

Other skills Capable to handle web server, upload & hosting website using File Transfer Protocol (FTP) or cPanel.

Hardware, Basic Networking and Troubleshooting

## ADDITIONAL INFORMATION

Father's Name Shumsul Abedin  
Mother's Name Suraiya Parvin  
Gender Male  
Date of birth 25/09/1977  
Religion Islam  
Nationality Bangladeshi

## PORTFOLIO

[www.tanvir-upwork.charutech.com](http://www.tanvir-upwork.charutech.com)



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