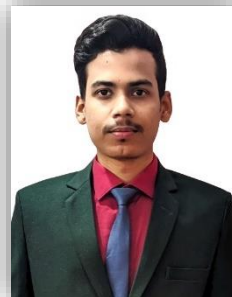


KHAIRUL ISLAM

Address: House: 34, Basantapur, Bagmara, Rajshahi – 6250, Bangladesh

Mobile: +88 01319885396

Email: khairulislamnaeem33@gmail.com



Career Objective

Looking forward to make result-oriented contributions and very dedicated to work. Building strong client relationships, and leading high - performing growth. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and skilled with computers.

Personal Info

Date of Birth: 20 Oct 1986

Nationality: Bangladeshi

Marital Status: Single

Religion: Islam

Blood Type: O+

Languages: Bangla, English

Education

| Degree | Major | Institute | Results | Passing Year |
|--------|---------|-----------------------------|------------|--------------|
| B.Sc. | CSE | Varendra University | CGPA: 2.70 | 2024 |
| HSC | Science | Rajshahi Govt. City Collage | GPA: 3.75 | 2019 |
| SSC | Science | Machmoil ML High School | GPA: 5.00 | 2017 |

Training and Workshop

- **Line Follower Robot** [Online, Tech Tipoa, Bangladesh]
- **Business Training** [Smart Unibator - University Innovation Hub Program, Varendra University]
- **Machine Learning Training** [American Corner Rajshahi, Bangladesh]

Special Skills

- Leadership
- Good communication skills.
- Excellent presentation skills
- Customer service
- Sales and marketing
- Team work
- Public speaking
- Good organization skills and the ability to work under pressure
- Microsoft Office Application

IT/Technical Skills

- Good working proficiency in Microsoft Word, Excel, PowerPoint presentation, email and internet browsing.

Work Experiences

Internship

ELITEANT IT

December 2023 – July 2024

- Provide customer service, product listing, product recharge, database maintenance.
- Implemented innovative technologies and tools to streamline processes, enhance Productivity, and improve the overall customer experience.

Office Executive

TELE RING INTERNATIONAL

February 2023 – October 2023

- Communicated with customers to ensure product understanding, answer questions and facilitate conflict resolution, improving 35% of customer satisfaction.
- Helped an average of 100 customers every day with a positive attitude and focus on customer satisfaction.
- Maintained a clean and orderly store by continuously organizing displays and proactively addressing areas that needed restructuring.

Extra-Curricular Activities

- Joint Secretary, Robotics Club of Varendra University
- Member, Varendra University Programming Club
- Member, Varendra University WEB Development Club
- Member, Chotto_Shawapno in Varendra University

Completion & Achievement

- 2nd placed, Tech Event, Project Showcasing, Varendra University
- Winner, Team leader, Amar Dokan, Idea contest, Robotech Olympiad, Robo Tech Olympiad 2023
- 3rd place, Programmer, Robo Soccer, Robotech Olympiad, Robo Tech Olympiad 2023
- Team Leader, Semifinalist, IT Quiz, Varendra University
- Team Leader, Hospital Food, Semi-finalists, Idea Contest , MUJIB 100 IDEA 2021.

References

Abu Talib

Engineer

Bangladesh Water Development Board

Cell: +8801711972257

Email: abutalib1971@gmail.com

Md. Abdur Razzak

Field Marketing Executive

ACI

Staff ID- 12089

Mobile: 01774277247

Email: aciab@aci-bd.com