

KHAIRUL ISLAM

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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 2002

Religion: Islam

Nationality: Bangladeshi

Blood Type: O+

Marital Status: Single

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

Work Experiences

Office Executive

TELE RING INTERNATIONAL

February 2023 – July 2024

- 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.

Special Skills

- Leadership
- Good communication skills.
- Excellent presentation skills
- Customer service
- Web Development
- C Programming
- HTML, CSS, PHP, MySQL
- Sales and marketing
- Windows, Linux OS
- Microsoft Office Application

References

Abu Talib
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