

AL-ABED JAFRY

House-249, Word-2, Titas Gas Road, paterbag,

South – Dania , kodomtoli , Dhaka.

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Objective :

I'm Hard Worker, Deadline Oriented, Organized, Honest, Punctual, Sincere and Responsible person. Now I'm Looking for the Job opportunities for a leading company where in my knowledge and expertise is used. And I want to efficiently contribute my sincerity, skills and abilities to the growth of the company and build my professional career.

Special Qualification :

- ❖ Laborious, Organized, Honest, Punctual, Deadline-Oriented, and able to assume responsibility.
- ❖ Skilled at interacting with customers of all socioeconomic backgrounds.
- ❖ Meticulous worker: and attentive to quality and detail.

Employment Experience :**Accountant cum Assistant Manager. (December 5, 2019 - September 25, 2021)****H Power Motors LTD.**

Company Location : Nikunjo-1, Dhaka.

Department: Accounts (Showroom Division)

Duties/Responsibilities:

- ❖ Here I maintain all kinds of Showroom Important documents. like customer Ledger, Forms, product treasury, etc.
- ❖ Cash and Bank Handling.
- ❖ Customer Handling / Product Sale.
- ❖ ERP Software Operating.
- ❖ I also did Daily and Monthly Reporting.

Freelancer (February 2, 2019 - November 16, 2019)**Oninix**

Company Location : Sonir akhra, Dhaka-1236.

Duties/Responsibilities:

- ❖ Write the code for the website.
- ❖ Work with graphics to determine the website's layout.
- ❖ I also did image processing and data collecting.

IT Support Executive (April 10, 2017 - January 23, 2019)

Bird Nest Design House

Company Location : Sonir akhra, Dhaka-1236.

Department: Information Technology

Duties/Responsibilities:

- ❖ Installing and configuring computer hardware, software, networks, printers, and scanners.
- ❖ Monitoring and maintaining computer systems and networks.
- ❖ Repairing and replacing equipment as necessary.

Educational Qualification :

2013 – 2018

COMPUTER TECHNOLOGY.

Daffodil Polytechnic Institute, Dhaka – 1209.

Degree : Diploma Engineer.

CGPA : 3.47/4.0 CGPA

2011 – 2013

DHAKIL.

Muradpur Is. Alim Madrasha, Dhaka – 1204.

Group : Science.

GPA : 4.63 / 5.00 GPA

Soft Skills :

- | | |
|-------------------------------------|-------------------------------|
| 1. Problem Solving | 2. COMPUTER OFFICE MANAGEMENT |
| 2. Event Management | 4. Sales & Marketing |
| 5. Negotiation Skills | 6. Planning and organizing |
| 7. Communication | 8. Team Leadership |
| 9. Customer Support/ Client Service | |

Technical Skills :

❖ **Languages :** C/C++, PHP, Java , HTML, CSS, Javascript, jQuery, Python.

❖ **Database :** MySQL.

❖ **CMS :** WordPress.

❖ **Local Server :** WAMP, XAMPP

❖ **Software/Tools :** Code Blocks, Brackets, Eclipse, Cisco Packet Tracer, etc.

❖ **Application Software :** Microsoft Office 2010 – 2016, Adobe Photoshop, Adobe Premiere Pro, etc.

Achievements :

- ❖ I've participated Inter Polytechnic Programming Contest (IPPC) in 2016. And I got fourth position.
- ❖ I've participated in the programming contest organized by Daffodil Polytechnic Institute (DPI) in 2015. And I got second position.
- ❖ I've participated one day workshop in the "Robotics Workshop" organized by Daffodil International University (DIU) in 2015. And I did completed this training.
- ❖ I was rewarded for getting the highest number of Math in more than one time in SSC level.

Curricular Activities :

- ❖ I'm the founder and admin of DPI-Decoder club. This is a programming practice and computer technology related club.
- ❖ I'm volunteer at Bangladesh Innovation Forum (BIF) till now.
- ❖ I've volunteer at Power And Energy Hackathon in 2016.
- ❖ I've been Teaching computer related subject for the last two years.
- ✚ I've participated in various forms of organization as a volunteer.

Personal Information :

Father Name :	Late Yasin
Mother Name :	Rahima Begum
Present Address :	House-249, Word-2, Titas Gas Road, Paterbag, South – Dania, kodomtoli, Dhaka 1236
Permanent Address:	Vill - Sakirpur,P.O - Bozra, P.S - Sonaimuri,Dist - Noakhali.
Date of Birth :	1st jan 1997
Nationality :	Bangladeshi
Married Status :	Unmarried
Blood Group :	B +ve

References:

Sajib Biswas

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