NAHID AZAD

Flat: 8/D, House: 80, Road: 11/A,

Dhanmondi, Dhaka

nahid.2701@gmail.com

www.linkedin.com/in/nahid-azad/

+880 199 7631 546

OVERVIEW

Hard working with leadership qualities. Seeking to apply academic and professional knowledge in practical life with a progressive organization. Innovative and passionate about work. Capable of working under pressure and a quick learner.

WORK EXPERIENCE

Officer, Credit Initiation
Standard Chartered Bank
From September, 2019 to Present
Current responsibilities include:

- Assessing error-free Personal Loan and Credit Card applications as per CAD parameters & group standards.
- Preparing the monthly MIS and analysis of applications to determine trends.
- Managing third party vendors for CPV and Bank Statement verification reports along with Calculating Monthly Bill of each vendors.
- Meeting agreed TAT consistently.
- Modifying existing processes / standards for the betterment of service without compromising quality.
- Supporting other team members to achieve team goal.

Technical Writer
ORBUND LLC.
From March, 2019 to September, 2019
Key responsibilities included:

- Preparing user guides, release notes and reference documentation.
- Interacting with users of the system and developing innovative tutorials.
- Explaining complex technical issues via emails, blog posts, FAQs, video scripts etc.
- Preparing responses to RFPs and other business proposals.
- Communicating user feedback to programmers to help design a product.

Network Operations Centre (NOC) Intern
BIJOY ONLINE LTD.
From September, 2018 to December, 2018
Key responsibilities included:

- Analysing network activity among clients, controlling bandwidths and enhancing network performance.

- Taking parts in helping NOC team in conducting surveys, solving problems and optimizing the network etc.
- Communicating with clients regarding suggestions, improvements or any problem that arises in the client side.

TECHNICAL SKILLS

- Expert in Google Docs, Site, Excel Spreadsheet
- Proficient in using Microsoft Suite including Visio and Project
- Good understanding of Credit Risk Analysis
- Expert in Underwriting (Personal Loan, Credit Card)
- Good knowledge of Computer Networking: LAN, WAN, VPN, SUBNETTING, FIREWALL etc.
- Sound knowledge of Web Development (HTML, CSS, PHP)

PERSONAL SKILLS

- Excellent written & verbal communication skills in English and Bengali
- Highly organized and efficient
- Ability to work independently or as part of a team
- Ability to learn new tools and technologies
- Have knowledge about Agile SDLC and UML
- Have knowledge about SCRUM methodology
- Have knowledge about HCI and IoT

EDUCATION

Bachelor of Science - Computer Science and Engineering
American International University – Bangladesh
CGPA: 3.32

A Levels
Science
Regent College
2012 - 2014

O Levels
Science
South Point School and College
2011

PROJECTS

- **Online Clothing Store**
  An online store for ordering clothes and accessories, developed using PHP v5.6.25 in server-side and Javascript in the client side which involved AJAX. MySQL was used for database management.
- **Mountain Hike**
  An endless-runner game developed in Unity for PC. The game has high quality textures and the player has to avoid obstacles to build up score. The scripts were written in C#. Real time day-night cycle and weather changes makes the game more lifelike and adventurous.
- **Other Projects**
    1. 2-D endless-runner game developed using JAVA
    2. Course Registration Console using C++