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**Amin-Ur-Rashid (Niloy)**

**Address:** 231, New Elephant Road, Dhaka-1205.

**E-Mail:** [**aminurrashidn@yahoo.com**](mailto:aminurrashidn@yahoo.com)

**Cellphone Number:** +8801929568943 or +8801711427426

**Career Objective:**

Intend to work in a challenging and competitive environment to enrich my technical and professional skills through exploring an enthusiastic yet disciplined career.

**Technical Skills:**

* Operating System : Microsoft Windows, macOS, Android, iOS
* Application Software : Microsoft Office (Excel, Word, PowerPoint, Outlook, etc.)

**Work experiences:**

1. **Junior Trainee Apprentice** at **Grameenphone Customer Service** from **25th October 2015** to **17th September 2016.**
2. **Trainee Apprentice** at **Grameenphone Digital Channel** from **18th September 2016** to **23rd August 2017.**
3. **Senior Trainee Apprentice** at **Grameenphone Digital Care** from **27th August 2017** to **25th July 2018.**

**Language Proficiency:**

**Bangla Speaking:** High **Listening:** High

**Reading:** High **Writing:** High

**English Speaking:** Medium **Listening:** High

**Reading:** High **Writing:** High

**Urdu/Hindi Speaking:** High **Listening:** High

**Reading:** Low **Writing:** Low

**Academic Qualification:**

**BBA Institute:** North South University

**Semester:** 12th

**Result:** Appeared

**H. S. C. Group:** Business Studies.

**Board:** Dhaka.

**Institute:** Bangladesh Commerce College

**Result:** 5.00 (in the scale of 5.00)

**Passing Year:** 2013

**S. S. C. Group:** Science.

**Board:** Dhaka.

**Institute:** Shantibag High School

**Result:** 4.75 (in the scale of 5.00)

**Passing Year:** 2011

**Scholarship: Institute:** Bangladesh Kindergarten Association

**Result:** Special Grade

**Class:** Five

**Passing Year:** 2005

**Extra-Curricular Skills:**

i. Spreadsheet and Power Point software (MS Power Point, MS Word, MS Excel).

ii. Creative writing.

iii. Fast Typing (45-50 WPM).

iv. Good Communication Skills Both in English & Bengali.

**Career Information:**

**Looking For** Entry Level Job / Mid-Level Job

**Available for** Full Time shifts / Part Time shifts

**Expected Salary** Negotiable

**Preferred Job Location** Dhaka, Towns adjacent to Dhaka

**Available For Travelling** Yes

**Available For Extra Shifts** Yes

**Available For Training** Yes

**Affiliation:**

* Participated in the cultural & other programs in my School, College and University.
* I was an active member of Study Tour Committee of my department in College.

**Special Skills:**

* Good Communication skills.
* Can learn quickly the necessary details of work.
* Organizing & leadership competence.
* Co-operative & Innovative.
* Positive service mind-set with helping attitude.
* Ability to cope up with different situation.
* Ability to work under pressure
* Critical thinking & Problem solving skills
* Flexibility
* Customer Support/ Client Service
* Telecommunication Products & Services
* Digital Customer Relationship (E-mail & Facebook).
* Very good temperament and like to take challenges.
* Excellent Computer Operating Skills, particularly in MS Word, and Power Point.
* Expert in MS Excel

**Personal Information:**

**Name** Amin-Ur-Rashid(Niloy)

**Father’s Name** Harun Ar Rashid

**Mother’s Name** Nargis Rashid

**Permanent Address** 231, New Elephant Road, Dhaka-1205

**Marital Status** Married

**Date of Birth** 29th April, 1995

**Gender** Male

**Religion** Islam (Sunni)

**Nationality** Bangladeshi (by Birth)

**Contact Number** +8801929568943 or +8801711427426

**Reference:**

1. Md. Ramzan Hossain Khan  
   **Lead Specialist** at **Grameenphone Ltd**.

**Department** **:** Product, Commercial

**Contact Number :** 01711507005

**Email :** [ramzan@grameenphone.com](mailto:ramzan@grameenphone.com)