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| |  |  |  | | --- | --- | --- | | **Saif Uddin Shuvro** |  |  | | Address: House # 590, Road # 15, Rupnagor, Mirpur, Dhaka-1216. Mobile : 01723-153443 E-mail :  saifuddinshuvro590@gmail.com |  | |

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| **Career Objective:** |
| Seeking a position of responsibility and leadership commensurate with my experience where I can successfully guide and facilitate people in the respective field to promote service. |

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| **Career Summary:** |
| o Ability to communicate effectively with the working partners  o Have faculty to planning, developing and implementing Public Relation strategies  o Maintaining and updating information on the organization website  o Managing the PR aspect of a potential crisis situation  o Ability to effectively manage advocacy campaign |

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| **Special Qualification:** |
| Microsoft Office  Windows 98, Windows 2000, XP, Windows 7.  Install & configure monitoring software. |

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| **Employment History:** | | |
| **Total Year of Experience :** 1 year 5 month(s) | | |
| 1.  2. | **Asst: Officer ( March, 2019 - December, 2019)**  **Grameen Telecom**  Head Office : Telecom Bhaban, Box Nagar, Mirpur, Dhaka-1216.  Job Location : Shop# 19-22, Level # 3, Bashundhara City Shopping Complex, Panthapath, Dhaka-1205.  Department : Service & Repair (Nokia Handset)  ***Duties & Responsibilities :***  $ Collect Damage Handset From Customer.  $ Repair & Replace Damage Spare & Part, Mother Board, Display.  $ Recognition For Spare Parts To Head Office.  $ Take Care Service center Activity.  $ After Fix The Problem Make Sure Delivered To Customer  **Instrument Technician ( May , 2018 - January, 2019 )** | | |
|  | | **Olympic Industries Limited, Unit -2**  Head Office : Amin Court, 6th Floor62-63, Motijheel C/A,Dhaka-1000.  Job Location : Lolati, Kanchpur Union Parishad, Sonargaon, Narayanganj.  Department : Maintenance ( Substation, PLC, Mixer Machine, etc. ) |
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|  | | ***Duties & Responsibilities :***  $ Work With Maintenance Team And Maintenance PLC Based System And Machine.  $ Troubleshooting And Solving On Automations, Various Type Of Burne, Substation, Diesel And Gas Generator.  $ Solving The Problem Of Controlling etc.  $ Carrying The Job Related Documents. |
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| **Academic Qualification:** |
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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Top Level Job | | Available For | : | Full Time | | Preferred Job Category | : | Marketing/General Management/Admin/ Service Providor . | | In Bangladesh Preferred District | : | Dhaka, Gazipur, Jessore, Khulna, Kushtia, Magura, Narail . | | Preferred Country | : | Bangladesh, Japan, Saudi, Malaysia, Oman, Qatar, Canada, Kuwait . | | Preferred Organization Types | : | Banks,Real State Company, Textile, Group of Companies, Hotel, Restaurent, Garments Accessories . | |

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| **Specialization:** |
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| **Extra Curricular Activities:** | |
| Manage networking device (printer, wifi, scanner, router etc.) Operate and maintain IP base CCTV Camera, DVR, IP Security Control. Answer user inquiries regarding computer software or hardware operation and solve problems. Photoshop , Illustrator. MS-Office latest version. |

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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Md. Shams Uddin | | Mother's Name | : | Mrs. Saleha Begum | | Date of Birth | : | December 22, 1994 | | Gender | : | Male | | Height  Marital Status | :  : | 5’.7”  Unmarried | | Nationality | : | Bangladeshi | | National Id No. | : | 6892402543 | | Religion | : | Islam (Sunni) | | Permanent Address | : | House # 590, Road # 15, Rupnagor, Mirpur, Dhaka-1216 | | Current Location | : | House # 590, Road # 15, Rupnagor, Mirpur, Dhaka-1216 | |

Saif Uddin Shuvro

---------------------------- Date : 22-12-2020

Saif Uddin Shuvro