

KH SULTANA

93/1, Indira Road, Farmgate Dhaka, Kalabagan, Dhaka
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<https://www.linkedin.com/in/sultanakh223/>



Career Objective:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Career Summary:

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

Special Qualification:

Ms Office
Google Meet, Docs, Sheet, Slide
Graphics Design(PhotoShop, IllustratorCC, Rebelle)
Web Development(HTML5, CSS3, JavaScript, BootStrap, Tailwind, MongoDB, React Js)

Employment History:

Total Year of Experience : 7.2 yrs

1. Senior Executive (5.4 yrs)

(May, 2018 - Continuing)

FIFO Tech

Vision Tower, 9th Floor, Janata Tower, Kawran Bazar (3.48 km) 1215 Dhaka, Bangladesh

Area of Expertise

Graphics Design (3 yrs), Social Media (3 yrs)

Duties/Responsibilities

Content Creation,
Content Scheduling,
Audience Engagement,
Design Concept,
Graphic Design,
Size and Format.

2. Sales Officer (1.8 yrs)

(May, 2016 - February, 2018)

Walton Group

H-41,R-08,Block-C,Banasree,Rampura,Dhaka

Area of Expertise

Computer Operator (0.6 yr), Pos (0.6 yr), Sales & Marketing (0.6 yr)

Duties/Responsibilities

-Cash Book Maintain
-Daily Sales Report
-Monthly Sales Report Create
-Sales & Marketing Product Offline
-Installment Processing

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Science (BSc)	Computer Science & Engineering	World University of Bangladesh	CGPA:3.31 out of 4	2019	3.4 Years	Good
Diploma In Computer Engineer.	Computer Science	Jessore Polytechnic Institute,Jessore	CGPA:3.47 out of 4	2016	4 Years	Good
SSC (Vocational)	Dying,Printing And Finishing	Textile Vocational Institute,Jessore.	CGPA:4.5 out of 5	2011	10 Years	Good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Complete Web Development	Javascript, Bootstrap, Tailwind, MongoDB, React JS, HTML5, CSS3, API, Firebase etc.	Programming Hero	Bangladesh		2022	1 Year
Learning & Earning Development Project - LEDP	Graphics Design	Babylon Resources Training	Bangladesh	Online(Jashore)	2020	6 Month
WOMEN IT TRAINING PROGRAM	Computer Training	Jatiyo Mohila Songstha.	Bangladesh	Jessore	2011	4 Month

Professional Qualification:

Certification	Institute	Location	From	To
Graphics Design	ProProfs Quiz Maker	Online Based	September 1, 2021	September 29, 2021

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 20000
Expected Salary	: Tk. 30000
Preferred Job Category	: Engineer/Architect, IT/Telecommunication, Design/Creative, Sales Representative (SR), Data Entry/Computer Operator, Graphic Designer
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Belgium, Canada, Denmark, France, Germany, Norway, Portugal, Turkey
Preferred Organization Types	: Banks, Design/Printing/Publishing, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Engineering Firms, Airline, Immigration and Education Consultancy Service, Group of Companies, Immigration/Visa Processing, Developer

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Graphics DesignWeb Development	Graphics Design: Background Removing,Photo Retouching, Clipping path,Photo restoration, Photo Resize,Watermark Remove, Hair masking, Color correction, Business Card Design, Logo Design, T-shirt Design, Poster Design, Banner Design etc. Web Development: HTML5, CSS3, JavaScript, MongoDB, React Js, Firebase, Bootstrap, Tailwind, API.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

Personal Details :

Father's Name : KH. GOLAM SAROWAR
Mother's Name : SHIRENA BEGUM
Date of Birth : January 15, 1995
Gender : Female
Height (Meter) :
Weight (Kg) :
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 4150055053
Religion : Islam
Permanent Address : Sheikh hati Bablatola, Jashore Sadar, Jashore Sadar, Jashore 7400
Current Location : Dhaka
Blood Group : A+

Reference (s):**Reference: 01**

Name : Towhid Hossain
Organization : FIFO TECH
Designation : CEO
Address : Janata Tower, Dhaka 1215
Phone (Off.) :
Phone (Res.) :
Mobile : 01927111000
E-Mail :
Relation : Professional

Reference: 02

Khondokar Hasan
Bangladesh Police
Assistant Superintendent of Police
Dhaka Metropolitan Police (DMP) DC HQ Office

01711586774

Relative