



Md Lutfur Rahman Jelany

BSc in CSE

With the progress of science and technology, I want to be a part of this modern world where I can dominate what I always dream on. Intend to be a part of an organization where I can constantly learn and develop my technical and management skills to make the best out of it with my work ethics as well as the devotion in this sector.

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EDUCATION

Computer Science & Engineering

Northern University Bangladesh

Summer 2016 – Fall 2021

Higher Secondary Certificate

Eco College

Passing Year: 2014

Group: Science

Secondary School Certificate

Baradeshwori Hat Adarsha High School

Passing Year: 2012

Group: Science

CAPABILITIES

- Skilled in data entry, documentation control, and CRM operations with high accuracy
- Excellent communication and interpersonal abilities, comfortable handling clients and internal teams
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and document scanning/uploading systems.
- Quick learner, adaptable, and capable of maintaining turnaround time (TAT) under pressure

CAPABILITIES

- Problem solving and logical thinking
- Agile processes
- Have fluency in sharing and expressing ideas
- Ability to cope up with any environment
- Strong written & verbal communication skill
- Ability to write clear, detailed technical specs and documentation
- Ability to maintain international standard and practices

SKILLS

- Strong IT skills
- Expert in MS Office Suit
- Typing speed above 50WPM
- Multitasking ability
- Expert in Email Functionality
- A Night OWL
- Strong Written & Verbal English and Bangla

CERTIFICATES

Introduction to Python

June 2019

DataCamp online course

Professional English Communication Skills

May 2022

WASDA-New Zealand

Work Smarter with Microsoft Word

February 2023

Coursera Online by Microsoft

LANGUAGES

Bengali

Native Proficiency

English

Full Professional Proficiency

INTERESTS

Online Tutorials

Reading Novel

Tec News

Science Magazine

Travelling

Watching Movies

Signature