

S M Najmus Sakib

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Career Objective

To enhance my skills by taking on this challenging position and expanding my knowledge for a successful career. Completing my PDCM course will help me gather a great deal of knowledge in the IT sector. Which is supporting the choice of a basic IT career sincerely this course made me interested in the IT industry.

Experience

- SEBPO – ServEngine Ltd.
Executive, Data solution and Due Diligence
September, 2022 to September, 2023
- SEBPO – ServEngineBPO
Professional Digital Content Management (PDCM)
- WSDA – Workplace Skills Development Academy New Zealand
Verbal Communication in English 2022
- Volunteering and fundraising for The Platoon during COVID-19.
- Volunteering for the red crescent society

Academic Background

- B.A in IHC, Dhaka college,, 2023
- H.S.C, Satkhira Govt. college, 2017
- S.S.C, Satkhira Govt. high school, 2015

Projects

- Establishing a non-profit organization for COVID-19 relief and recovery efforts.

References

Gazi Alim Al Razy
Business Development Head (BD)
Call: 01711924545
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Language Proficiency

- Bengali – Mother tongue
- English – IELTS overall band score 6.5
- Hindi – Proficient (Listening & Speaking)

Technical Skills

- Google Workspace
- JavaScript / React
- Due Diligence
- Excel (Advanced)
- SQL basics
- Photoshop, Figma, Canva
- Web Browsing
- Data analysis
- Content Management Systems

Soft Skills

- Attention to detail
- Adaptability
- Creativity
- Management skill
- Critical Thinking
- Team player
- Interpersonal skills
- Leadership

Hobbies & Interests

- Design
- Travelling
- Technology
- Gardening
- Sports
- Music

Naima Akter
Team Leader at SEBPO
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