

Md.Rayhan Bapari



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.

Contact Me

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- Majar Chowrasta, Uttarkhan
Uttara, Dhaka 1230.

Education

- 2018 - 2023
Safs Business Institute
BBA Professional
- 2015 - 2017
Uttara Ideal Commerce College
HSC | Commerce
- 2013 - 2015
Gawair Adarsha High School
BBA Professional

Work Experience

AdvantEdge Solutions Ltd | Jan 2022- Present

Program Coordinator

- Coordinate program communications.
- Assist with planning and coordination of programs and their activities.
- Create and maintain program records, reports, presentations and proposals.

GENEX Infosys Ltd | July 2018 - Mar 2021

Customer Service Associate

- Listening to customers' concerns and handling complaints and returns.
- Giving detailed explanations of services or products.

Expertise Skill

- Flyer Design
- Web Design
- Canva Design
- HTML/CSS/BOOTSTRAP
- JavaScript
- WordPress

Language Skill

- Bangla
- English
- Hindi