

CURRICULUM VITAE OF

SAIF HOSSAIN JIBON

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CAREER OBJECTIVE

A proactive and detail-oriented professional with hands-on experience in customer service, logistics, and web development, currently seeking a strategic and analytical role. Eager to contribute to impactful public sector initiatives by leveraging strong skills in presentation design, research, and communication.

EXPERIENCES

Pathao Ltd, Dhaka— Inbound Operations Associate

February 2024 – December 2024

- Received, sorted, and organized incoming parcels according to destination and priority levels.
- Utilized handheld scanners to update parcel tracking systems with real-time data.
- Ensured accurate labeling and performed repackaging as necessary to maintain parcel integrity.
- Maintained a clean, safe, and well-organized work environment in compliance with company standards.
- Adhered strictly to company procedures, safety protocols, and quality assurance guidelines
- Promptly reported damaged or misrouted parcels to the team lead for immediate resolution.

Leo Tech Solution, Mirpur, Dhaka — Customer Care Executive

February 2019 – May 2020

- Handled Outbound customer inquiries and offered suitable solutions.
- Call potential leads and gather all required information to initiate their advanced application.
- Maintained accurate and detailed records of client interactions.

Ezine Color Ltd, Fokirapul, Dhaka— Web Developer

June 2023 – September 2023

- Worked on the front-end and back-end development of dynamic and visually appealing websites for a diverse clientele.
- Collaborated with designers to translate visual concepts into functional code, ensuring seamless integration of design and functionality.

EDUCATION

Independent University Of Bangladesh (IUB)

B.Sc in Computer Science & Engineering (CSE)
6th Semester , Total Earned Credit : 61 , CGPA: 2.72

Cambrain College, Dhaka Board

Higher Secondary Certificate (HSC)
Group: Science, Passing Year: 2018
Result : GPA-3.42 (out of 5.00)

PERSONAL DETAILS

- Name : Saif Hossain Jibon
- Father's Name : Md. Shamsher Alam
- Mother's Name : Ayesha Begum
- Date of Birth : 27 July, 1999
- Permanent Address : H.N: 98, Road: Khapara Road, P.O: Nishat Nagor, Tongi, Gazipur City Corporation
- Present Address : Basundhara R/A, Block: A, Road:16, House: 413
- Nationality : Bangladeshi (by birth)
- Religion : Islam
- Marital Status : Married
- Gender : Male

SKILLS

- Proficient in the use of MS Word, Excel, PowerPoint, Presentation etc
- Have vast knowledge in OS like Windows and Mac OS.
- Excellent in Verbal and written communication
- Hands-on experience in Web-development
- And programming (wordpress, react.js, mongodb, express.js, node.js, python, javascript)
- Team player with a positive and proactive attitude
- Ability in multitasking
- Strong Research and analytical skills

CERTIFICATIONS

International English Language Testing System-**IELTS**

(Get overall band 5.0 in May 2017)

Certificate of Excellence – BNCC 'Perfect Ten' program

(Cadet Number: 15134249)

Certification of Completion in JavaScript, Bootstrap, & PHP

(Completed in 12 June 2022)

International Association of Engineers – **IAENG**

(Membership Number: 325104)

LANGUAGES

Bengali(Native), English Fluent ,French(Intermediate)

DECLARATION

I, therefore mentioning that the above furnished information is authentic and placed to you for your kind consideration.



Saif Hossain Jibon

Date : 9 May, 2025