SAIFULLA TANIM

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○ https://github.com/saifullahtanim

Career Objective:

Proactive CSE student with skills in web development, graphic design, IT support, and data entry. Seeking a challenging entry-level role to apply my technical skills, contribute to team goals, and deliver immediate value.

Career Summary:

A multi-skilled computer science and engineering student with over a year of practical experience in IT instruction, technical support, and data management. Proficient in a range of technologies, including hardware troubleshooting, graphic design (Adobe Suite), and front-end web development. Eager to apply this diverse skill set to an entry-level role to contribute to real-world projects.

Special Qualification:

1.5+ years of hands-on experience in IT support, technical training, and data entry.

Quick learner, adept at managing multiple tasks in fast-paced environments.

Excellent communication skills, proven by experience in technical training.

Employment History:

Total Year of Experience: 2 yrs

1. Computer Operator and Computer Trainer (1.2 yrs)
(9 Feb 2021 - 6 Mar 2022)

Next IT Center
Area of Expertise:
Graphic Designer (0.4 yr), Hardware Engineer (0.3 yr), MSOffice applications (0.3 yr)

Duties/Responsibilities:
In this role, I instructed multiple student batches across a diverse curriculum including Hardware & Engineering, Graphics Design, and MS Office Application. My responsibilities extended from developing lesson plans and course materials to assessing student progress with constructive feedback. Alongside my teaching duties, I also managed the center`s daily computer operations and provided essential technical support.

2. Data Entry (0.8 yr)
(2 Jun 2020 - 10 Mar 2021)

Gopalganj Government Technical School & College
Area of Expertise:
Data Entry Operator (Both English & Bengali) (0.4 yr), Hardware & Networking (0.2 yr), IT Support Service and Network engineering. (0.2 yr)

Duties/Responsibilities:
Responsible for managing all data entry and maintaining digital records for students and faculty across various departments. This role also involved providing essential IT support, including hardware and software troubleshooting, and assisting with the preparation of official reports and documents using MS Office (Word, Excel, Access).

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
(BSc)	Computer Science and Engineering	Green University of Bangladesh	Enrolled	2026	4
HSC	Science	Gopalganj Government Technical School & College	4.80	2022	2
SSC	Science	Gopalganj Government Technical School & College	4.65	2019	2

Training Summary:

Training Title	Topic	Institute	Location	Year	Duration
Office Application	MS Word, MS Excel, MS PowerPoint, MS Access, Bengali & English Typing	Next IT Center, Gopalganj	Gopalganj	2021	6 Month
Database Programming	SQL Queries, Data Modeling, Functions, Normalization, Database Design, Access, etc.	Manotosh Computer, Gopalganj	Gopalganj	2018	6 Month
Graphics Design and Multimedia Programming	Design Principles (Color Theory, Typography), Logo & Brand Identity Design, Photo Editing & Retouching (Photoshop), Vector Graphics (Illustrator), etc.	Next IT Center, Gopalganj	Gopalganj	2018	6 Month
Hardware and Networking	PC Components (CPU, RAM, Motherboard), PC Assembling, Hardware Troubleshooting, OS Installation, IP Addressing, Subnetting, Cabling & Crimping, Router & Switch Configuration	Next IT Center, Gopalganj	Gopalganj	2017	6 Month

Skill:

Fields of Skill
• **Graphic Designer** (Adobe Photoshop, Adobe Illustrator) • **Data Entry Operator** (English & Bengali, MS Excel, Fast Typing) • **Hardware Engineering** (PC Assembly, Troubleshooting, OS Installation) • **MS Office Applications** (Word, PowerPoint, Excel, Access) • **Web Development** (HTML, CSS, JavaScript, PHP)

Personal Details :

Father's Name	:	Sirajul Islam
Mother's Name	:	Sabina Siraz
Date of Birth	:	25 Jul 2004
Gender	:	Male
Marital Status	:	Single
Nationality	:	Bangladeshi
Religion	:	Islam
Permanent Address	:	Fukra, Sarder Bari, Kashiani, Kashiani, Gopalganj 8130
Current Location	:	Dhaka
Blood Group	:	B+

X *Saifulla Tanim*

Signature