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| **SHARIFUL ISLAM**  Frontend Developer | | |
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| |  |  | | --- | --- | | **contact** | | |  | | | (+880) 1404009489 |  | | sharifulb07@gmail.com |  | | 65/A, Dharmatola,  Khulna Sador, Khulna |  | | https://www.linkedin.com/in/shariful-islam-663a02152/ |  | |  | | | **education** | | |  | | | **(May 2017)**  **Bachelor Of Arts in History,**  UNIVERSITY OF DHAKA  – DHAKA | | |  | | | **key skills** | | |  | | | React | | | Bangla and English | | | Html5, css3,Bootstrap | | | Javascript/ES5/ES6 | | | Problem solving | | | Team leadership | | |  | | | **awards** | | |  | | | **(May 2018)**  AWARD TITLE / Brand | | |  | |  | | --- | | **profile** | |  | | I'm an enthusiastic and detail-oriented Frontend Software Engineer seeking an entry-level position with Company to use my skills in coding, troubleshooting complex problems, and assisting in the timely completion of projects. | |  | | **professional experience** | |  | | **(Self-Driven Projects)**  **Administrative Assistant**  REDFORD & SONS – Chicago, IL   * Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers * Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company * Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses * Maintain utmost discretion when dealing with sensitive topics * Manage travel and expense reports for department team members | | **(June 2017 – August 2019)**  **SECRETARY**  BRIGHT SPOT LTD – Boston, MA   * Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management * Opened, sorted, and distributed incoming messages and correspondence * Purchased and maintained office suppled inventories, and always carefully adhered to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment | | **(June 2015 – August 2017)**  **SECRETARY**  SUNTRUST FINANCIAL – Chicago, IL   * Recorded, transcribed and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages * Arranged appointments and ensured executives arrived to meetings with  clients on time | |

