

KH SULTANA

Address: 51,52 Green Road
Suvastu Edifice, Kalabagan, Dhaka-1205

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Career Objective:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the Success of the company. Seeking an entry-level position to begin my career in a high-level professional environment.

Special Qualification:

Active listening
Communication
Computer skills
Customer service
Interpersonal skills
Problem-solving

Employment History:

Total Year of Experience : 5.2 Year(s)

1. Executive (May 5, 2018 - Continuing)

FIFO Tech

Company Location : Software Technology Park, 9th Floor, Janata Tower, Kawran Bazar (3.48 km) 1215 Dhaka, Bangladesh
Department: Information technology company

Duties/Responsibilities:

Providing accurate and timely data entry services is our top priority. We provide data entry services to variety of companies and industries with a highly experienced team capable to handle large volume.

2. Graphics Designer (March 25, 2020 - October 31, 2020)

Techflix BD

Company Location : Raninogor, Boalia, Rajshahi-6100

Duties/Responsibilities:

As a graphics Designer

3. Sales Officer (May 24, 2016 - February 19, 2018)

Walton Group

Company Location : H-41,R-08,Block-C,Banasree,Rampura,Dhaka
Department: PSD

Duties/Responsibilities:

- Cash Book Maintain
- Daily Sales Report
- Monthly Sales Report Create
- Sales & Marketing Product Offline
- Installment Processing
- Software(POS) Handle
- Product IN/OUT

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Science (BSc)	Computer Science & Engineering	World University of Bangladesh	CGPA:3.31 out of 4	2019	3.4 Years	Good
Diploma In Computer Engineer.	Computer Science	Jashore Polytechnic Institute,Jessore	CGPA:3.47 out of 4	2016	4 Years	Good
BTEB	Dying, Printing And Finishing	Textile Vocational Institute, Jashore.	CGPA:4.5 out of 5	2011	10 Years	Good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Learning & Earning Development Project - LEDP	Graphics Design	Babylon Resources Training	Bangladesh	Online(Jashore)	2020	6 Month
Professional Back office Service(PBS)	Skills for Employment Investment Program (SEIP), Finance Division, Ministry of Finance.	Basic Association of Call Center & Outsourcing at FIFO Tech	Bangladesh	Dhaka	2018	3 Month
Verbal Communication in English	Workplace Skill Development Academy (WSDA) , New Zealand	Basic Association of Call Center & Outsourcing at FIFO Tech	Bangladesh	Dhaka	2018	3 Month
WOMEN IT TRAINING PROGRAM	Computer Training	Jatiyo Mohila Songstha.	Bangladesh	Jashore	2011	4 Month

Career and Application Information:

Preferred Job Category : Bank/Non-Bank Fin. Institution, Engineer/Architect, Design/Creative
Looking For : Top Level Job
Available For : Full Time
Preferred District : Dhaka, Jashore
Preferred Country : Australia, Canada, Cyprus
Preferred Organization Types : Software Company, IT Enabled Service

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Graphic Designer	Background Removing ,Photo Retouching, Clipping path, Photo restoration, Photo Resize, Watermark Remove, Hair masking, Color correction, Photo Manipulation, Business Card Design, Color Correction, Logo Design, T-shirt Design, Poster Design, Banner Design etc.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father's Name : KH. GOLAM SAROWAR
Mother's Name : SHIRENA BEGUM
Date of Birth : January 15, 1995
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 4150055053
Religion : Islam
Permanent Address : Sheikh hati Bablatola, Jashore Sadar, Jashore Sadar, Jashore 7400
Current Location : Dhaka

Signature

