

Md. Asaduzzaman (Aminur)

Diploma in Engineering (CSE)

1.5+ Years of Employment Experience

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📍 Komaygari, Naogaon Sadar- 6500, Rajshahi, Bangladesh



❖ Career Objectives

To build up a long-term career development and looking for a challenging career in a dynamic situation where there is a scope for demonstration, thrive to imagination and passion to reach in esteem level.

❖ Employment Experience

Employment: 1.5+ years of experience

	Full Time Job	Work Session
Assistant Web Developer	Faith Media Ltd 29th Street, Mohakhali DOHS, Dhaka.	Feb,2021 – May,2021
Virtual Assistant of CEO	TIC Accessories Ltd 167th Street, Jamaica, New York 11432, USA	March,2020 – Jan,2020
ICT Teacher	EEE & IT Training Center Mondol Mor, Sapahar-6560, Naogaon, Rajshahi	Oct,2019 - Dec,2020

❖ Professional Skills

- ✓ Office/Business/Shopping Mall/Store/E-Commerce//ERP/HRM/POS/Retail Software Manage & Support
- ✓ IT Department, Internet Browsing, Emailing, Researching, Official Letter/Documents/PDF Editing
- ✓ Average Typing Speed in Bangla 20 wpm and English 40 wpm
- ✓ Microsoft Office 2013/2016/2019 (Word, PowerPoint, Excel, Outlook, OneNote)
- ✓ Basic Graphics Design Support with Photoshop & Illustrator
- ✓ Software & Hardware and IT Related Problem Solving.

❖ Carrier Achievements

- ✓ Excellent communication and interpersonal skills.
- ✓ Good analytical and problem-solving skills.
- ✓ Good Experience by hands on work
- ✓ Career oriented, hardworking and ability to handle multiple tasks
- ✓ Quick learner and ability to learn new concepts
- ✓ Strong collaboration skills in team environment
- ✓ Excellent communication skills

❖ Professional Strengths & Activities

- ✓ Highly motivated, self-disciplined, good team organizer, and pleasantly adaptable.
- ✓ Always keen to take on responsibility and possess strong leadership qualities.
- ✓ Work under pressure at a fast pace and committed to professionalism.

❖ **Personal Information**

Biodata		Permanent Address	
Name	Md. Asaduzzaman (Aminur)	Moholla	Hajrat Khaza Bakibillah (R.) Moholla
Father	Md. Abul Kalam Azad	Village	Komaygari
Mother	Mst. Anju Ara	Post	Naogaon Sadar-6500
Birth Date	22/01/1997	District	Naogaon
Gender	Male	Division	Rajshahi
Height	5'9"		
Religion	Islam	Present Address	
Nationality	Bangladeshi (By Birth)	Same as Permanent Address for now	
National ID	915 536 2271		

❖ **Educational Qualification**

Topic	Institute	Pass	G. P. A.
Diploma in Engineering (CSE)	Bogra Polytechnic Institute, Bogra-5800	2018	2.92 out of 4
S.S.C. (Voc) Computer Technology	Naogaon Technical School & Collage, Naogaon-6500	2013	4.88 out of 5

❖ **Industrial Attachment Training**

Center	Bangladesh IT Institute		
Topic	Web Design & Development	Duration	3 months
Address	Opolok, Sen Para, Parbota, Mirpur-10, Dhaka-1216	Date	1/8/2017 - 30/10/2017

❖ **Language Proficiency**

✓ Fluent in reading, writing, speaking and understanding in both Bangla and English.

❖ **Reference**

Referance-1 Md. Azizul Amin Al-Aman Head of the Department Computer Technology Bogra Polytechnic Institute, Bogra. Mobile: 01712-685203	Referance-2 Eng. Mohammad Ali Jr. Instructor Computer Technology Bogra Polytechnic Institute, Bogra. Mobile: +01712-710603
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Asaduzzaman

Date: 19 November 2021

Signature