

Resume Of

Md.Aktaruzzaman

Mobile: 01567874982

E-mail: aktaruzzamanlipon99@gmail.com



MAILING ADDRESS:

House- 16, Road- 04, Block- E,
Mirpur- 1, Dhaka-1216.

CAREER OBJECTIVES:

To build up an excellent career in a reputed organization by working independently or with a team contributing all academic as well as professional attributes in facing the global challenge and developing personal skill and efficiency.

EDUCATIONAL BACKGROUND:

✓ Bachelor of Business Administration (B.B.A)

Name of Institute : Govt. Bangla College
Subject : Management
Result : CGPA-2.77 Out of 4.00
Session : 2018-19
Board : Dhaka University

✓ Higher Secondary School Certificate(H.S.C)

Name of Institute : Govt. Jasmuddin Kazi Abdul Gani College
Group : Science
Result : G.P.A- 3.25 Out of 5.00
Year of Passing : 2018
Board : Dinajpur

✓ Secondary School Certificate(S.S.C)

Name of Institute : Sreerampur High School
Group : Science
Result : G.P.A- 4.33 Out of 5.00
Year of Passing : 2016
Board : Dinajpur

LANGUAGE SKILL:

- Bengali : Reading, Writing, Listening & Speaking
- English : Reading, Writing, Listening & Speaking

TRAINING:

Certificate Course in Computer Application

Institute : North Face Academy, Patgram, Lalmonirhat.

Course Duration : 6 Months

Learning Outcomes : Ms Word, Ms Excel, Ms Access, Ms Power Point, Adobe Photoshop, Adobe Illustrator, Internet Browsing & Computer Fundamental, Typing Speed on Bangla 25 & English 30.

WORK EXPERIENCE:

1.Post::Customer Service Executive

Company Name: Lazma.com

Location: Boundary Rd, Mirpur-10, Dhaka-1216

Start Date: March, 2021

End Date: April, 2023

Duration: 2 Years, 10 Months.

Responsibilities: Taking Order from website & page, Handle customer complaints, provide appropriate solutions within the time limits; follow up to ensure resolution. Keep records of customer interactions, process customer accounts and file documents.

2.Post: Assistant Teacher (Admin)

Organization: Student Care High School, Monipur, Mirpur-2, Dhaka-1216

Start Date: May, 2023

End Date: March, 2024

2.Post: Executive Officer

Organization: Techobin, Mirpur-10, Dhaka-1216

Start Date: April, 2024

End Date: Continuing

REFERENCE:

Abdullah Milon

Founder & CEO

Techobin

Mirpur-10, Dhaka-1216

Cell: 01713579880

I hereby declare that all the information stated above is correct and I have all the necessary documents to support the information have provided.



Md. Aktaruzzaman