

CURRICULUM VITAE

MD.SAJJAD HOSSAIN



Mailing Address:

Mobile: 00971509585740

Email: sajjadiuc69@gmail.com

Address: Electra Street, Abu Dhabi, UAE.

Post: Applying for Sales Counter Staff.

Professional Summary:

Looking for a challenging role in a reputable organization to utilize my technical database, office management, administer skill for the growth of the organization as well as enhance my knowledge about emerging trends in the IT sector. My short term goal is to find a good job in a reputed company and my long term goal is to achieve the highest position of the company.

Work Experience:

01/01/2022 to
Till now

Accurate Typing, Travel and Tourism Office (Abu Dhabi)

Data Entry Operator:

- ⊙ Insert customer and account data by inputting text based and numerical information from source documents within time limits
- ⊙ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- ⊙ Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- ⊙ Research and obtain further information for incomplete documents
- ⊙ Apply data program techniques and procedures
- ⊙ Generate reports, store completed work in designated locations and perform backup operations
- ⊙ Scan documents and print files, when needed
- ⊙ Keep information confidential
- ⊙ Respond to queries for information and access relevant files

01/03/2021 to
01/08/2021

Ayub Azahar Steel and Co Lld (Musaffah)

Sales Executive

- Handle the customer enquires in a timely manner through the commercial approach, visiting customers
- Quote Price and lead time through coordination with procurement departments, internal resources and use of pricing matrices
- Support Sales and Management

Academic Qualification:

2013-2018	<u>B.sc Engineering:</u> International Islamic University Chittagong <u>Department:</u> Bachelor of Science in Computer Science and Engineering
2010-2012	<u>HSC:</u> Quaish City Corporation College <u>Major in Science</u>
2008-2010	<u>SSC:</u> South Madarsha S.S High School <u>Major in Science</u>

Languages and Skills:

- | | |
|-----------------------|-------------------|
| ➤ English | ➤ File management |
| ➤ Hindi | ➤ Self-motivated |
| ➤ Arabic Medium | ➤ Dedicated |
| ➤ Bangla | ➤ Teamwork |
| ➤ Interpersonal Skill | ➤ Analytical |

Computer Proficiency:

- Microsoft Office(MS Word, MS Excel, MS PowerPoint)
- Browsing All Operating System
- Swiftly Typing Capability-English 30wpm, Arabic, Bangla
- Internet Browsing, Email, Data Encode, Graphics design.
- Fixing Computer issues

Personal Details:

- | | |
|----------------------------------|---------------|
| ➤ Sex | : Male |
| ➤ Nationality | : Bangladeshi |
| ➤ Date of Birth | : 18/07/1994 |
| ➤ Marital Status | : Married |
| ➤ Residence Visa (Transferable) | |
| ➤ Validity | : 10/03/2023 |

Declaration:

I hereby declare that above-mentioned information is correct up to my knowledge and I bear that responsibility for the Correctness of the above-mentioned particulars.

MD.SAJJAD HOSSAIN.



আন্তর্জাতিক ইসলামী বিশ্ববিদ্যালয় চট্টগ্রাম
الجامعة الإسلامية شيتاغونغ
International Islamic University Chittagong



Serial No: 1522

ID No: C131029

PROVISIONAL CERTIFICATE

Bachelor of Science in Computer Science and Engineering

This is to Certify that Md. Sajjad Hossain successfully completed all the prescribed requirements of four-year program for the degree of Bachelor of Science in Computer Science and Engineering under the Department of Computer Science and Engineering from this University in the Spring Semester 2017.

His / Her Cumulative Grade Point Average (CGPA) is 2.996 in the scale of 4.00.

Date: 15 JAN 2019

Administrative Building
Chittagong, Bangladesh

Prepared by: 

Verified by: 


Controller of Examinations

N.B.: Original Certificate shall not be issued unless Provisional Certificate is surrendered.

