

RESUME OF JANNATUL NAYEM

CONTACT ADDRESS :

Md. Nazrul Islam

Village : Shikarpur, Post Office : Noongola

Thana : Bogra Sadar, District : Bogra-5800

Email Address : nilpory@gmail.com, nayemgraphicsbd@gmail.com

Cell Phone : +88 01726 67 27 69, +88 01937 861011

CAREER OBJECTIVE :

Seeking to feel a challenging position in established and rapidly growing organization where I can utilize my skills and knowledge gained through education and organizational experience.

SPECIALIZED EDUCATION :

| Name of the Examination | Board / University | Field | Year of Passing | Division/ G.P.A |
|----------------------------------|---|---------------------------|-----------------|------------------|
| M.A (Masters of Arts) | Govt. Azizul Haque Collge, Bogra, National Univeristy | Islamic History & Culture | 2009 | 2nd Class |
| B.A (Hon's 4 th Year) | Govt. Azizul Haque Collge, Bogra, National Univeristy | Islamic History & Culture | 2009 | 2nd Class |
| H.S.C (Alim) | Madrasha Board, Dhaka | Humanities | 2005 | 3.50 (A-) |
| S.S.C (Dakhil) | Madrasha Board, Dhaka | Humanities | 2003 | 3.42 (B) |

PERSONAL SKILLS :

- I am very patient and flexible and I can deal with different kinds of people.
- Good Interpersonal and communication skills.
- Capable of taking heavy pressure & workload.
- Ability to adapt to new environments and willingness to learn.
- Hardworking, loyal & honest.
- Self-motivated, dynamic and ambitious with a strong desire to succeed & make Success.
- **Enjoy working to meet the challenge of quotas and other goals.**
- **Adoptive to new technology and a quick learner**

ADDITIONAL QUALIFICATION :

- Working within a major Graphics design (Business Card, Food Menu, Flyer, Logo, Monogram of Institution, Book Cover, Leaflet, Banner & Many kind of Photos)
- Take the class on Computer All Method as Ms Office, Graphics Design, Photoshop & Also Internet
- Tasked with developing Research conduct
- Training conduct and coordination
- Monitoring and Evaluation
- Report writing
- All official work typing
- Id Card creating
- Hardware & Software working
- Networking also Email Browsing.

COMPUTER SKILLS :

Good competency of using Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, Hardware & Software, Networking, Ulead Video Studio Also Advance Internet browsing & email services.

LANGUAGE PROFICIENCY :

Bengali : Mother language
English : Good in speaking and over writing.
HINDI : GOOD IN SPEAKING
URDU : GOOD IN SPEAKING
ARABIC : GOOD IN LISTENING

COMPUTER TRAINING :

Course Name : Certificate in Graphics Design
Duration : 6th Months
Institute : Dreamland IT Park, Panthapat, Dhaka.

Course Name : Certificate in Hardware & Networking
Duration : 6th Months
Institute : CYBERTECH Computer Education, Bogra.

Course Name : Certificate in Database Programming
Duration : 6th Months
Institute : CYBERTECH Computer Education, Bogra.

WORKING EXPERIENCES :

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ORGANIZATION : BANGLADESH SMALL & COTTAGE INDUSTRIES CORPORATION
POSITION : ACCOUNTANT
DURATION : FROM 01ST JULY 2013 TO TILL NOW.

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ORGANIZATION : CYBERTECH COMPUTER EDUCATION, BOGRA
POSITION : VICE ADMIN & GRAPHICS DESIGNER
DURATION : FROM 01ST JULY 2008 TO 31ST JANUARY 2011 AND 01ST FEBRUARY 2012 TO 30/06/2013.

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ORGANIZATION : HOTEL NAZGARDEN, BOGRA
POSITION : BUSINESS CENTER EXECUTIVE
DURATION : FROM 10TH FEBRUARY 2011 TO 31ST JANUARY 2012

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ORGANIZATION : SOFTZONE COMPUTER EDUCATION, BOGRA
POSITION : OFFICE ASSISTANT & ALL TYPE GRAPHICS DESIGNER
DURATION : FROM 01ST JANUARY 2005 TO 30 NOVEMBER 2007

RESPONSIBILITIES :

- To help all **categories of Computer Teaching.**
- To Make All Categories **Graphics Design** For **Business Card, Food Menu, Flyer, Logo, Monogram of Institution, Book Cover, Leaflet, Banner & Many kind of Photos** Etc.
- To **conduct field visits** to inspect work being undertaken, compare actual progress against agreed work programs and provide technical advice and assistance.

- ❑ To Maintain **Official Work** and conduct special surveys.
- ❑ All Official Work Typing & All Student Plastic ID Card Creating.
- ❑ To provide Hardware & Software Servicing.
- ❑ All type Internet supporting & working.
- ❑ Assist in Manual & Session guide preparing.
- ❑ All kind of Accounts related work.

Job Description :

- All Categories IT Related Working with (Graphics Design)
- All Internet based working.

SPECIALITIES :

- Informative, innovative and immensely observant.
- Communicative, amiable, honest and friendly.
- Enthusiastic, self-motivated, industrious and punctual.
- Ability to manage things and work with group.
- Adoptive to new technology and a quick learner
- Networking with pc to pc

PERSONAL PROFILE :

Name : Jannatul Nayem
 Father's Name : Nazrul Islam
 Mother's Name : Jahanara Khatun
 Date of Birth : February 19, 1989
 Age On : 34 Years
 National ID No. : 7755687634
 Marital Status : Married (Spouse Name : Mst. Aklima Khatun)
 Religion : Islam
 Nationality : Bangladeshi
 Blood Group : B⁺(ve)
 Height : 5' 7"
 Leisure interests : Traveling, Motor bike driving, Football, Graphics Designing Searching Internet & Music and Help the people who are seeking help.

PEOPLE WHO KNOW MY ABILITIES :

Md. Raihan Sarkar
 Credit Analyst, (SME Credit) CRM
 BRAC Bank Ltd.
 Dhaka.
 Cell Phone:+88 01711-904654

I confirm that to best of my Knowledge the information given herewith is true, authentic and up-to date.

Jannatul Nayem
 Date : 26th July 2023