



MD JAHIDUL ISLAM SUN

CONTACT

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- Rajshahi. chandrima .6000
- Date of Birth: 07/01/1993

EDUCATION

2020

BANGLADESH OPEN UNIVERSITY

- Bachelor of Social Science Degree
- Result : 2.49 (out of 4.00)

2017

RAJSHAHI TECHNICAL & BUSINESS
MANAGEMENT COLLEGE

- Higher Secondary Certificate (H.S.C)
- GPA : 4.92 (Out of 5.00)

2015

Bangladesh Open University

- Secondary School Certificate
- GPA : 3.55 (Out of 5.0)

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Bangla (Native)
- English (Fluent)
- Urdu (Fluent)
- Hindi (Fluent)

PROFILE

Experienced IT Officer with a strong background in network troubleshooting, IT service management, and database administration. Demonstrated expertise as an IT & CDBL Officer at Trade X Securities Ltd in Dhaka, Bangladesh, and managerial experience at Muslim Rangapori in Rajshahi. Proven ability to manage hardware maintenance and deliver effective IT solutions. Career goal includes advancing into senior IT management roles to drive technological innovation and efficiency.

WORK EXPERIENCE

- TRADE X SECURITIES LIMITED** 2024-2025
IT Officer
 - Developed expertise in IT and CDBL operations during a year at Trade X Securities Ltd.
 - Managed and maintained the company's IT infrastructure, ensuring seamless operations and data security. Provided technical support and troubleshooting to enhance system performance and efficiency.
- Muslim Rangapori** 2021-2023
Manager
 - Oversaw daily operations, team coordination, and client relations to ensure smooth business performance and growth. Played a key role in strategic planning and process improvements.
- Fiverr/Upwork /Local** 2013-2016
Freelancer
 - With 7 years of experience across platforms like Fiverr, Upwork, and local projects, I specialize in website maintenance, virtual assistance, and project management. My skills include managing client expectations, streamlining workflows, and providing top-notch support for all types of projects, ensuring timely delivery and client satisfaction.

REFERENCE

1.MD Ismail Hossain Sujon
Assistant Branch Manager
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2. Md. Shajedul Islam
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