

# XYZ

## Technology Integration & Automation Specialist

**Present Address:** Senpara Parbata, Mirpur,  
Dhaka-1216, Bangladesh

**Contact:** 017xxxxxxxx, 018xxxxxxxx

**Email Address:** xyz@gmail.com, abc@example.com

**LinkedIn Profile:** www.https//xyz-linkedin



### **Profile Summary:**

*[Position], Daffodil Group with 3.5 years of experience. Adept in customer support, office management, and preparing well-researched documents. Skilled in time management, writing business proposal and policy, G-suite and ERP management, team management etc. Also experienced in creative writing, preparing meeting minutes bookkeeping & appointment management while meeting deadlines.*

### **Career Objectives:**

#### **EXPERIENCE:**

*If you have any work experience in any organization, then add here (Company Name, Designation, Duration, Company Address and job description). It could be an internship/ full time job.*

#### **Major Responsibilities:**

1. ...

2. ...

3. ...

### **EDUCATION:**

*(Start from your very recent qualifications and go as a downward)*

#### **Bachelor's Degree**

**Institute Name** : Daffodil International University (DIU), Dhaka Bangladesh

**Subject** : Business Administration

**CGPA** : 3.50 (Out of 4)

**Passing Year** : 2015-2018

#### **Higher Secondary Certificate (HSC)**

**Institute Name** : Daffodil International College (DIC), Dhaka Bangladesh

**Subject** : Business

**CGPA** : 4.50 (Out of 5)

**Passing Year** : 2012-2014

#### **Secondary School Certificate (SSC)**

**Institute Name** : Daffodil International School (DIS), Dhaka Bangladesh

**Subject** : Business

**CGPA** : 4.50 (Out of 5)

**Passing Year** : 2010-2012

**PROJECT/THESIS:**

*Add the details (if you did any project or thesis then add the title and the name of used software's.. Also write 2-3 sentences to brief about your project) by using bullet points.*

**CO-CURRICULAR ACTIVITIES:**

If you are connected with a club or an organization as a volunteer/campus ambassador. Add that details here. *(By using bullet points)*

**LANGUAGE PROFICIENCY:**

*Bangla (Native) :Excellent Command in reading, writing and speaking.  
English : Excellent Command in reading, writing and speaking.*

**TRAININGS & CERTIFICATIONS:**

**General Computer and IT**

*Course : Basic Computer course  
From : Skill Jobs*

*Course : Excel: Statistical Process Control  
From : LinkedIn*

**English Communication**

*Course : English & Business Communication  
From : Skill Jobs*

**ACHIEVEMENTS:**

*Write down any rewards or certifications you have received from the programs and write details that what you have learned from the programs (By using bullet points)*

**KEY SKILLS:**

**Language Proficiency:**

**Computer Literacy:**

*Operating System: (Only add this section if you have the knowledge of working with an OS other than Windows, For Example: Linux. Ubuntu)*

*Graphical Software:*

*Adobe Photoshop, Adobe Illustrator*

*MS Office: MS Word, MS PowerPoint, Excel, Access, Outlook (You can also add your learning level- Beginner or Advanced)*

*Others: (If you have others software knowledge related your subject then add here)*

**PERSONAL INFORMATION:**

**Name** : xyz  
**Fathers Name** : abc  
**Mothers Name** : def  
**Nationality** : Bangladeshi  
**Date of Birth** : 01 January 1996  
**Marital Status** : Married / Unmarried

**REFERENCES:** *(Must use Email address & phone no of the person)*

**Mr. abc**

**Position:** Assistant Manager

**Organization Name:** fedcba

**Contact:** 017xxxxxxxx

**Email:** abc@gmail.com

**Organization Address:** R. 7, H.8, Uttara,  
Dhaka-1207, Bangladesh

**Ms. Def**

**Position:** Manager

**Organization Name:** abcdef

**Contact:** 017xxxxxxxx

**Email:** def@gmail.com

**Organization Address:** R. 5, H.35,  
Mirpur, Dhaka-1207, Bangladesh