Mohammad Shahjamal Azad

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Sincerity and focus towards the work I undertake, stands me amongst the rest. The zeal of perfection within me enables to deliver the best of my efforts for my personal and institutional growth. Being in the Computer Networking and Web Design experience in Bangladesh and Bahrain, I wish to be an asset for your esteemed organisation where I can contribute and make a difference.

Experiences

Inventory Controller and IT Manager, Zahrat Al-Khaleej for Gifts, Manama, BH — Dec 2014 - Present

- Prepare and manage departmental budgets.
- Supervise the activities of workers engaged in receiving, storing, testing and shipping products or materials.
- Plan, develop or implement warehouse safety and security programs and activities.
- Review invoices, work orders, consumption reports or demand forecasts to estimate peak delivery periods and to issue work assignments.
- Inspect physical conditions of warehouses, vehicle fleets or equipment and order testing, maintenance, repairs or replacements.
- Schedule or monitor air or surface pickup, delivery or distribution of products or materials.
- Maintains information technology strategies.
- Manages staff.
- Researches and implements technological strategic solutions.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes.
- Initiates, coordinates, and enforces systems, policies, and procedures.

Front Desk Officer, JK Memorial Hospital, Raozan, Chittagong, BGD — Dec 2013 - Dec 2014

- Perform administrative support tasks, such as proofreading, transcribing handwritten information or operating calculators or computers to work with pay records, invoices, balance sheets or other documents.
- Collecting all information from patients and responsible for instructions.
- Billing information provided to all patients and collecting the amount with petty behaviour. Have to understand the billing charge to the patient owner.

Sales coordinator, AK Khan Telecom Limited, Chittagong, BGD
— June 2012 - April 2013

- Contact new and existing customers to discuss their needs and to explain how these needs could be met by specific products and services.
- Prepare sales contracts for orders obtained and submit orders for processing.
- Direct and coordinate the activities of businesses or departments concerned with the production, pricing, sales or distribution of products.
- Review financial statements, sales and activity reports and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, prepare work schedules and assign specific duties.

Computer Skills

1. Internet surfing and downloading essential documents.
2. Compose Email, Editing, Designing Email with HTML.
3. Using Microsoft Outlook or any same category software to do emailing.
4. Web documents design, like Website Design, Editing, Error Handling.
5. Web Template designing in Photoshop, XD, Sketch.
6. Using Illustrator for Designing scalable vector graphics and icons.
7. WordPress Theme Development and Management of the Site.
8. Using User Interactions and animations to get a better user friendly attractive interface.
9. Modern Coding methods follow all the time.
10. Responsive Design and Development Capability

Computer Software and Programming Experience

- **Microsoft Office 2000 or Above**
  10 years
- **Web UI/UX Design and Development.**
  5 years
- **WordPress Development**
  5 years
- **Adobe Photoshop, Adobe Illustrator, Adobe XD and Sketch for MacOSfor Prototyping.**
  5 years
- **Troubleshooting Expert for Computers with Any Operating System.**
  (Internet and OS TroubleShooting)
  5 years

Professional Degree

Higher Diploma In Computer Science Engineering.
Duration: 1 year.
Years: **2007-08,**
Grade: **A⁺,**
Grade Point: **5.00.**
Subject: **Ms Office, Internet Email, Hardware Engineering.**
Institute: National Youth Development Training Center(**NYDTC**).

Computer Hardware And Network Engineering.
Duration: 6 months.
Years: **2009,**
Grade: **60% out of 100,**
Grade Status: **Very Good.**
Subject: **Introduce All Parts, Install All Operating System, Troubleshooting, Assemble and Networking.**
Institute: Basic Computer Training Academy(**BCTA**).

Personal Information

Name:	Mohammad Shahjamal Azad,
Father's Name:	Late Abul Kalam Azad,
Mother's Name:	Anoara Begum,
CPR:	880255978.
Passport:	BR0413330.
Marital Status:	Married.
Date of Birth:	03 Feb, 1988.
Nationality:	Bangladeshi,
Religion:	Islam.

Educational Qualification

Bachelor Of Business Studies.
Group: **Business Studies,**
Passing Year: **2008,**
GPA: **3.0,**
College: Hathazari College. Chittagong. Bangladesh.

Language Skills

Bangla	English	Hindi	Arabic
Native Language	Read, Write, Understand	Read, Write, Understand	Only Talk