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|  | | |  | Tanvir Bin Faruk Ramim |
| Experience 01-01-2023 to 31-05-23  Trainer **•** Assistant Trainer **•** Baraitali Computer Education Center  01-06-2023 to till now  Staff **•** Support Staff and Documentation **•** Reliance Technical Institute, Cox’s Bazar Education **Diploma In Engineering**   * University : Cox’sbazar Polytechnic Institute * Year : 4th Semester Running * Result : 3.38 out of 4.00 In 3rd Semester   **Higher Secondary Certificate**   * College : Satkania Government College * Year : 2022 * Result :3.75 out of 5.00   **Secondary School Certificate**   * Institute :Baraitali High School * Year :2020 * Result :4.28 out of 5.00  Skills  * I am Level-4 by Bangladesh Technical Education Board(BTEB) certified trainer on Web Design and Development * I am Level-3 certified on IT Support and services from National Skills Development Authority(NSDA) * Install and Use Operating System and Optimize Utilities * Access Information Using Internet * Maintain and Troubleshoot Personal Computer * Carry Out Workplace Interaction in English * Perform Basic Data Backup and Recovery * Use Office Application Software * Install and Configure Application and Utility Software * Perform PC Assembling * Interpret IT Support Service Fundamentals * Perform Basic Networking * Browsing Internet & Email * Comfortable to google & their apps * Using ChatGPT for problem solving * Spoken English with basic Reading and Writing  Communication  * Strong Communication Skills * Disciplined & Focused * Session Management Skills (indoor & outdoor) * Hard Working * Specific goal oriented * Teamwork * Leadership * Ability to work under pressure  Leadership I am capable to lead a group of People and strong leadership skills. Effectively communicated vision, goals, and objectives to stakeholders and team members. Facilitated productive discussions and consensus-building among diverse groups. Provided guidance and motivation to team members Career Objectives Willing to build up career in a challenging position and to prove myself as a quick learner and highly energetic person to face any challenge on the field of relevant subject where the contribution will be acknowledged, if would be given an opportunity References |
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