

MD. SAIFUL ISLAM

Translator

Intend to work in competitive environment where strong sense of responsibilities is required and capabilities can be efficiently utilized. Where dignity of work provides job satisfaction and the place of work provides potential avenues for growing and learning and to achieve a top level in the hierarchy of the organization.



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Sector-10, Uttara, Dhaka, Bangladesh 📍

27th April, 1990 📅

WORK EXPERIENCE

Translator

Supreme Court of Bangladesh

03/2017-present

Tasks

- Interpreting Judgments and other documents
- Maintaining Transport Schedule
- Transported related bills

Office Assistant

Supreme Court of Bangladesh

04/2011-02/2017

Tasks

- Clerical Work

Process IN Charge

Windmill Info Tech. Ltd.

(Uniliver Bangladesh, DHL, Robi)

04/2010-03/2011

Tasks

- Supervise the Call Center System
- Increase Uniliver Sales

Team Leader

Windmill Info Tech. Ltd.

(Uniliver Bangladesh, Robi)

07/2009-03/2010

Tasks

- Reporting the team performance
- Maintain the roster of the team members

Call Center Executive

Windmill Info Tech. Ltd.

(Robi)

09/2008-06/2009

Tasks

- Reporting the call progress and customer satisfaction

CERTIFICATE

- Diploma in multi lingual secretarial science (2014)
- Business Process Outsource (BPO) (2011)

EDUCATION

Masters

Govt. Titumir College

- Finance & Banking (2015-2016)

VOLUNTEER EXPERIENCE

- Tele-messenger Radio Jyoti
 - Tele-messaging of motivational speech for students
- Blood Donation Campaign
 - Collected 300 units
- Lux Super Star

LANGUAGES

language	Reading	Writing	Speaking
English	✓	✓	✓
Bengali	✓	✓	✓
Arabic	✓	— ۞	-
Hindi	✓	-	✓

INTERESTS

Puzzle solving, Travelling, Football, Net Surfing