

# MD. WAHEDUZZAMAN



## BASIC INFORMATION

Present address : Adv Munshi Miya Bari,Notunpara, Post office : Hathazari  
Tuhinwahed1@gmail.com, +8801533066106  
Gender: Male  
Nationality: Bangladeshi

## SUMMARY

I am passionate about promoting lasting customer satisfaction by delivering quality service and unparalleled support. Proficient in customer service best practices and related options. I want to seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Moreover, I am highly motivated content creator with proven track record developing engaging content. I work well independently as well as collaboratively. Last but not the least, I am adept at managing multiple projects while producing successful outcomes.

## EDUCATION

<b>BBA</b> Chittagong University Completed Graduation From Department of Marketing With CGPA 3.20	Jan 2016 – Jan 2021
<b>MBA</b> Chittagong University	Feb 2023 – present

## QUALIFICATIONS

Data entry  
Experienced in Accounts related job as an intern.  
Professional translator, transcriber and reviewer of pair of language  
English fluency  
Expert at Microsoft Word and Excel  
Copy writing  
Branding and Marketing

## EMPLOYMENT

<b>Translator, Interpreter</b> Humanitarian response – BRAC, Teknaf I have valuable experience working in a BRAC Rohingya Camp project, where I served as an interpreter and translator for the Rohingya community due to my deep understanding of the Chittagongian and Rohingya dialects. Here's a brief overview of my work:	05/2022 – 04/2023
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Understanding Needs: I engaged with the Rohingya community to identify their most pressing needs.

Healthcare: we provided healthcare services and medical education.

Livelihood Support: Helped them acquire new skills for self-sustainability.

Psycho-social Support: I offered counseling and translated medical materials from English to Rohingya, covering approximately 100 pages.

Reporting and Documentation: Translated project-related documents, totaling around 10,000 words from English to Rohingya and English to Bangla.

Monitoring and Evaluation: Continuously assessed the project's effectiveness and suggested necessary adjustments.

Coordination: worked as an interpreter, facilitating collaboration with other NGOs, government agencies, and international organizations.

My local knowledge and language skills were undoubtedly assets in making a positive impact on the Rohingya community.

## WORK EXPERIENCE

### Intern

FEB 2019 – DEC 2019

Bank asia limited

I worked as an intern in Bank Asia Baluchara branch back in 2019. there i used to complete these objectives.

- Attended job orientation with intern and reiterated policies and practices to facilitate successful work experience.
- Prepared and presented supplementary learning material to support structured lessons.
- Interacted with customers by phone, email, or in-person to provide information.

### Translator and reviewer

July 2021 – Dec2021

Mars translation

• They provide me work whenever they got project related to my language pair and I completed those. I have translated around 21000 words for them and reviewed around 7500 words. So here i have worked on various sector like Economics, IT, Tourism, Refuge rohingya camp etc.

### Specialist transcriber

Apr 2023 – Aug 2023

United Language Solutions

- I had done different task of transcription and translation in this company for the last 5 months. I have worked in the language pair of English to standard Bengali, English to Kolkata Bengali and native rohingya Bengali and vice versa.
- I have transcribed over 475 minutes of audio and video in the drama,entertainment domain.

## COMPUTER LITERACY

- Microsoft packages
- CAT tools. Memsource, memoQ, Loft, Phrase
- DAW tools- Adobe Audition, Logic pro, Audacity.
- Stata
- Adobe Express

## REFERENCES

Honorable Chairman Mrs. Tunajinna Khatun.  
Department of Marketing,  
University of Chittagong.  
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