



Md. Shahjahan Rahman

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CAREER OBJECTIVE

My goal is to develop a career in a field that ensures me the best use of my knowledge, potentiality, and productivity. I would cherish serving such an esteemed organization with utmost sincerity that offers challenges to accomplish and achieve goals with optimum perfection on the way to building up a career as a professional.

PERSONAL SKILLS

- Communication
- Team management
- Leadership
- Flexibility
- Time management
- Ability to work under pressure
- Open to criticism
- Strategic planning
- Decision making

TECHNICAL SKILLS

- Typing speed - 60 WPM.
- Google Excel, MS Word, MS PowerPoint

LANGUAGE SKILL

- Native/Bilingual in English (Reading, Writing, Speaking, Listening)
- Native in Bangla, Sylheti

EDUCATION

HSC in Science from Jalalabad Cantonment Public School and College, Sylhet, Bangladesh

Session: 2018-2019

GPA: 5.00

Studying BSS in Economics at Dhaka University, Dhaka, Bangladesh

Session: 2019-2020

WORK EXPERIENCE

Chronos (Customer Support Company) (January 2021- Present)

- Assistant Manager

Upwork (July 2020- Present)

- Translator (Medical, Business, Legal, Marketing)
- Interpreter
- Transcriptionist
- Writer
- Virtual Assistant

inDrive, California, United States (Remote) (June 2023- Present)

- Bengali Copywriter/Linguist/Proofreader

Google Bard AI, California, United States (Remote) (June 2023- Present)

- Bengali Copywriter/Linguist/Proofreader, Collaborator

SPV Investments LLC, South Carolina, United States (August 2020-February 2022)

- Assistant Customer Service Manager
- Translator and Interpreter (English – Bengali - English)

Zawgyi Consulting, Philippines (September 2022-March 2023)

- Bengali-language social media content tagging, translation for TikTok

Medfix HealthCare, London, United Kingdom (February 2023- June 2023)

- Customer Service Provider
- Personal Assistant in Bangladesh
- Translator and Interpreter (English – Bengali - English)

EXPERIENCE

Bangladesh Betar FM 105.2, Sylhet - Voice artist

September 2017 - September 2019

- Anchoring.
- Reciting.

Editor of College Magazine. (2018)

As the College President of student affairs, I was the chief editor of the Jalalabad Cantonment Public School and College Magazine Team.

AWARDS

- **President' Scout | Bangladesh Scouts**

January 2013 - April 2017

President's Scout of Bangladesh Scouts. I was selected for this respectful award as a reward for outstanding performance, organizational skills, and commitment to my community.

- **Runners-Up, National Creative Talent Hunt 2018| Education Ministry of Government of Bangladesh- 2018**

I stood runners-up in the National Creative Talent Hunt 2018 and was awarded by the Prime Minister of the People's Republic of Bangladesh. The Education Ministry later sent me to Singapore for my outstanding performance to represent the Bangladesh team for STEP Sunburst Youth Camp - 2018, organized by Temasek Foundation.

REFERENCES:

- **K.M. Shariful Islam**
Assistant Vice President, SME Banking Division
Mutual Trust Bank Limited
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- **Talukdar Nusrat Jahan**
CEO, Manager
Chronos (Customer Support Company)
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