MD SAISAB EKTHERUL ISLAM

CONTACT

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EDUCATION AND TRAINING

06/2016

Secondary School Certificate

Nanupur High School

Chandpur, Bangladesh

09/2021

Advanced Diploma - Computer Engineering

CCER Polytechnic Institute

Dhaka, Bangladesh

Bachelor of Science - Information Technology

Crown Institute Of Higher Education

Sydney, NSW

SUMMARY

I'm Highly dedicated and results-driven professional with a diverse background in shop keeping, mobile phone technology, office assistance, computer operation, Android development, website development, video editing, and graphics designing. Adept at troubleshooting and repairing mobile phones, developing Android applications and websites, performing video editing and graphics designing, and ensuring smooth office operations. Strong work ethic, excellent problem-solving skills, and a creative flair for innovation. Seeking an opportunity to utilize my versatile skill set and contribute to new and exciting ventures in a dynamic work environment.

SKILLS

- Store Opening and Closing
- Cash Management
- Flexible Schedule
- Risk Mitigation
- Customer Service
- Bug Reports
- Troubleshooting
- Time Management
- Hardware Repair
- Application Configuration
- Software Development
- New User Account
- SDK Application Development
- Application Design
- Technical Support
- Databases
- Image Manipulation
- Image Sourcing
- Logo Creation
- Graphic Design
- Image Editing
- Website Design
- Sound Editing
- Video Technical Expertise
- Post-Production Editing
- Soldering Skills

- Social Media Platforms
- HTML
- Website Updating
- CSS
- Java
- Programming
- MySQL
- Device Testing
- Software Configuration
- Component Installation
- Debugging Abilities
- Hardware Installation
- JavaScript
- More…

EXPERIENCES

Grocery Team Member
Woolworths Super Market | North Ashfield, Sydney

08/2023 - Current

- Stocked and organized shelves ensuring products are well-displayed and accessible to customers.
- Monitored inventory levels, performing regular checks to ensure items are adequately stocked and replenished as needed.
- Assisted customers with product inquiries, providing information on availability, location, and promotions.
- Handled cash transactions efficiently at the checkout, ensuring accurate billing and smooth customer service.
- Maintained cleanliness and hygiene standards in the store, regularly sanitizing high-touch areas and handling spills promptly.
- Collaborated with team members to manage stock rotations, ensuring that perishable items are correctly rotated to minimize waste.
- Supported promotional activities, setting up displays and signage to highlight special offers and seasonal products.

Android Developer
Self Employed

2018 - Current

- Developed new applications and expanded application functionality using Android Studio, Kodular, App and other industry standard development tools.
- Designed and participated in implementation of new features and expanded functionality for existing Android applications, developing in accordance with newest model specifications.
- Developed mobile applications tailored to client requirements utilizing native technologies.

Web Developer
Self Employed

2018 - Current

- Built layouts according to customer parameters using HTML5 and CSS3.
- Redesigned sites to enhance navigation and improve visual appeal.
- Designed websites, portals and large-scale web applications for multiple clients
- Established hosting for each website and completed go-live process by uploading sites to host account.

Video Editor
Self Employed

2017 - Current

- Edited video by adding graphics, titles, audio and special effects.
- Transformed footage and assets to create compelling videos and content.

- Pieced sounds together to develop film soundtracks.
- Managed projects through supervision of workflows during film creation.

Graphic Designer
Self Employed

2017 - Current
- Leveraged proficiency in Adobe InDesign, Photoshop and Illustrator to design email blasts, catalogs, posters and other promotional materials.
- Generated digital image files for use in digital and traditional printing.
- Formatted print and web application designs for projects with varying specifications.
- Used to create images and layouts.

Computer Operator
Eminent Tours & Travels | Dhaka, Bangladesh

04/2020 - 12/2022
- Monitored operations of computer systems and hardware.
- Input data from multiple sources and output data to various forms of physical media.
- Responded to queries for information and access to relevant files.
- Assisted with installation of software updates to computer systems.
- Updated hardware, software and security protections with latest standards.
- Maintained storage disks, tapes and cartridges according to industry standards.

Office Assistant
Park Polytechnic Institute | Dhaka, Bangladesh

01/2019 - 02/2020
- Organized files, developed spreadsheets, faxed reports and scanned documents to improve organizational workflow.
- Checked office supply levels, anticipated needs and placed orders for appropriate stock levels.
- Conducted office inventory checks and requested restock of supplies.
- Cleaned equipment and workplace proactively and per mandated clean room protocol and monitored non-sterile risks to sterile environment.

Mobile Phone Technician
Allar Dan Telecom | Dhaka, Bangladesh

03/2018 - 06/2019
- Completed thorough opening, closing and shift change functions to maintain operational standards each day.
- Updated and maintained store signage and displays.
- Generated repeat business by responding to customer concerns with friendly and knowledgeable service.
- Showcased and built visually appealing displays and signs to encourage customers to buy specific products.
- Removed damaged components, assessed faults and repaired or replaced with new parts.
- Used soldering skills to break connections and reconnect components.
- Performed complete phone erasures and factory resets, debugged problems and refurbished devices.

Mira Technology
Packer | Dhaka, Bangladesh

01/2020 - 07/2022

- Assembled cartons, crates and containers to prepare for shipping.
- Marked and labeled containers with accurate shipping information to prevent delays.
- Tracked inventories and input equipment counts into warehouse databases.
- Sealed containers or materials using glues, fasteners and tape.

Dhaka Burger House
Kitchen Hand | Dhaka, Bangladesh

02/2022 - 01/2023

- Maintained order and cleanliness of work areas to conform with health codes.
- Washed and sanitized plates using industrial dishwashers according to manufacturer instructions.
- Stored perishable food items in freezer or refrigerator to protect from spoilage.
- Prepared garnishes to complement dishes on menu.
- Followed recipes and customer requests to prepare meals.
- Checked and recorded refrigerator and freezer temperatures to maintain food quality and freshness.
- Removed trash and cleaned kitchen garbage containers.
- Washed, peeled and cut fruits and vegetables to prepare for cooking or serving.

Languages

English:

Professional

Bengali:

Native/ Bilingual

Hindi:

Professional

Urdu:

Professional