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ZAHIDUL ISLAM

OBJECTIVE Building up a career in a challenging and rewarding position at a winning organization where creativity, sincerity, skill, and performance are the criteria for one's appraisal and recognition.

WORK HISTORY

1. Medical Management Strategies

Operations Executive.
September 11, 2018 to Present.

Key Job Responsibilities:

- . Timely Preparation of Patients Statements
- . Regular Updates on Fee Schedules
- . Payment Posting
- . Data entry of all charges
- . Tracking Denied Claims
- . Customized Billing Reports
- . Submission of Paper & Electronic Claims

2. Genex Infosys Limited.

Online Customer Manager.(Grameenphone)
November 26, 2017 to September 4, 2018.

Key Job Responsibilities:

- . Online Customer Support
- . Online product promotion
- . Observing Grameenphone Website properly
- . Ensuring excellent customer service

EDUCATION MASTER OF BUSINESS ADMINISTRATION (MBA) IN AIS

Going On, Jahangirnagar University

BACHELOR OF SCIENCE IN ELECTRICAL AND ELECTRONICS ENGINEERING - 2017

American International University-Bangladesh (AIUB)

CGPA: 2.53 on the scale of 4.00

HIGHER SECONDARY CERTIFICATE (HSC) - 2010

Milestone College, Uttara, Dhaka.

GPA: 4.20 on the scale of 5.00

Concentration: Science

SECONDARY SCHOOL CERTIFICATE (SSC) - 2008

A.D.B.M. High School, Sreepur, Gazipur.

GPA: 4.75 on the scale of 5.00

Concentration: Science

EDUCATIONAL ACES AWARD FOR THE TOP 3 BEST PROJECT & THESIS OF THE YEAR, 2016

ACHIEVEMENTS Project Topic: Auto gate Parking and Alarming System.

Another Projects: 1. *Traffic Control Lights,*
2. *University(AIUB) Road Map(Theoretical)*

APTITUDES

- Self-confident
- Honesty and sincerity to work
- Ability to work under pressure and in a team
- Ability to lead a team
- Ability to organize and manage
- Good presentation skill

SKILLS COMPUTER SKILLS

1. Operating System: MS Windows 98/XP/Vista/7/8/10
2. Application Software: MS Word, Ms Excel, MS PowerPoint, Pspice, AutoCAD, MultiSim, Microwind, DSCH, Matlab.
3. Computer Language: Basic C and C++.

LANGUAGE PROFICIENCY

Proficient in both written and spoken English and Bengali.

EDUCATIONAL VISITS

1. Visited Energy Pac, Ghorashal Steam Power Plant as a tour organized by IEEE AIUB Student Branch and as a part of the course named Power System Protection.
2. Field visit to Rampura Power Sub Station as part of a course for Basic Mechanical Engineering.

EXTRA CURRICULAR ACTIVITIES

1. Senior Member of AIUB Drama Club (ADC)-Have experience to work in acting as well as at back stage as Stage Manager, Sound Manager, Light Manager, Props Manager, Costume Manager in ADC (AIUB Drama Club).
2. General Secretary at Vorer Alo Jubo Ekota Club, Gazipur (Club of Social Activities)
3. Former president and life time member of MDC (Milestone Debating Club).
4. Volunteer in AIUB's Admission department for 9 semesters.
5. Champion of 2016 Cricket team in Uttara, 2009 in Milestone college and 2008 in School.
6. Best Drama Actor & Director 2007 in ADBM High School (Cultural Division).
7. First Prize winner in General knowledge competition at school-2006.
8. Volunteer at Blood Donation groups of Bangladesh.

REFERENCES

1. Saniat Rahman Zishan
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2. Mostofa Zaman
Head of Genex Academy
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I hereby certify that the above information provided in the resume is all true to the best of my knowledge.



Zahidul Islam

Date : 22/07/2019