

# SHOAIB MALIK

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Chayakunjo 3, Khagan, Savar, Dhaka – 1340, Bangladesh

## SUMMARY

Proactive and detail-oriented professional with excellent English communication skills and a strong ability to coordinate client services efficiently. Demonstrates exceptional organizational and interpersonal skills with proficiency in Microsoft Word, Excel, and general computer operations. Highly motivated to contribute to a dynamic team environment while ensuring effective communication, client satisfaction, and operational excellence during night-shift coordination tasks.

## EDUCATION

<b>BSc in Software Engineering</b>	[ 2025 – Current ]
Daffodil International University	
• District : Dhaka   Country : Bangladesh	
<b>Higher Secondary School Certificate (HSC)</b>	[ 2022 – 2024 ]
Maulana Mohammad Ali College	
• Group : Science	
• Final grade : 4.25 ( Out Of 5.00 )	
• District : Tangail	
<b>Secondary School Certificate (SSC)</b>	[ 2020 – 2022 ]
Maulana Mohammad Ali College	
• Group : Science	
• Final grade : 5.00 ( Out Of 5.00 )	
• District : Tangail	

## KEY SKILLS

- Fluent in English (Speaking, Reading, Writing)
- Communication & Customer Service
- Microsoft Word & Excel
- Team Coordination
- Time Management

## CERTIFICATE

<ul style="list-style-type: none"><li>• 600 Hours Foundation English Course — English Therapy</li><li>• Completed a comprehensive English communication and pronunciation program, focusing on fluency, grammar accuracy, and professional speaking skills.</li></ul>	(Issued: April 2025)
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## CAREER OBJECTIVE

To build a career in a professional environment where I can use my English communication, coordination, and problem-solving skills to deliver excellent client service.