

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

BSc in Software Engineering

[2025 – Current]

Daffodil International University

- District : Dhaka | Country : Bangladesh

Higher Secondary School Certificate (HSC)

[2022 – 2024]

Maulana Mohammad Ali College

- Group : Science
- Final grade : 4.25 (Out Of 5.00)
- District : Tangail

Secondary School Certificate (SSC)

[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

- 600 Hours Foundation English Course — English Therapy
- Completed a comprehensive English communication and pronunciation program, focusing on fluency, grammar accuracy, and professional speaking skills.

(Issued: April 2025)

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.