

Most Nura Jannate Ruhane
Phone: 01774462492 / 01890779332
Email: nurajannateruhane85@gmail.com, Location: Uttara, Dhaka

Objectives

To pursue a long-term professional career in a dynamic organization where I can apply my knowledge, creativity, and dedication to achieve organizational and personal growth.

Experience

- Social Media Moderator - Lander Accessories BD - 2 Years
- Front Desk Receptionist & Junior Graphic Designer - Omega Hospital & Diagnostic Center - 1.5 Years
- Customer Care Executive - Genex Infosys - 8 Month
- Front Desk Receptionist & Data Entry Operator - Rangpur Steel Tech - 2 Years

Education

- BSc in Computer Science & Engineering (Appeared) World University of Bangladesh
- Diploma in Computer Science — 2020 Rangpur Polytechnic Institute | CGPA: 3.46/4.00
- S.S.C (Civil Engineering) — 2016 Rangpur Technical School & College | GPA: 4.64/5.00

Skill

- IT Support
- Graphic Design
- Data Entry
- Office Applications
- Internet Skills
- Social Media Moderator

Training

- Java Programming (Industrial Training) Logic IT - 3 Months - 2020
- Graphic Design Inspired IT -6 Months - 2022
- Basic Computer Operation Somaj Seba - 3 Months - 2019

Personal Information:

Name: Most Nura Jannate Ruhane
Father's Name: Md. Abdul Wahed Manik
Mother's Name: Most. Bilkis Begum Ruma
Date of Birth: 23 November 1999
Nationality: Bangladeshi (By Birth)
Religion: Islam, Marital Status: Unmarried

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11-11-2025

Hiring Manager

Shopping Zone BD Ltd

Subject: Application for Facebook Page Moderator

Dear Hiring Manager,

I am applying for a position related to Social Media Moderation or Digital Support. I have **2 years of experience as a Social Media Moderator at Lander Accessories BD**, where I managed online communication, responded to customer queries, and maintained guideline-based content moderation. My roles in customer service, graphic design, and data entry have strengthened my communication, multitasking, and technical skills.

I am hardworking, quick to adapt, and dedicated to delivering quality work. I believe my experience and professionalism would allow me to contribute effectively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can add value to your organization.

Sincerely,

Most Nura Jannate Ruhane