



Rejone Hossen

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Summary

Disciplined **English (B.A.)** student with hands-on experience in **Hub Operations (Daraz)** and **Web Development (Python/Django)**. Highly proficient in data accuracy, troubleshooting, and professional communication. Seeking an Administrative/HR role to apply my organizational and technical skills.

Skill Highlights

- **Operations Management:** Real-world experience at Daraz Hub.
- **Data Accuracy:** Expert in error-free data entry and recording.
- **Professional Communication:** Excellent in English & Bengali.
- **Customer Engagement:** Skilled in order confirmation and client handling.
- **Typing Speed:** Bangla 25+ WPM, English 50+ WPM.
- **MS Office & Excel:** Skilled in formatting, data entry, and formulas.
- **IT Troubleshooting:** System configuration and hardware setup.
- **Backend Development:** Proficient in Python, Django, DRF, and Git.
- **Frontend Basics:** HTML, CSS, Bootstrap and Responsive Web Design.
- **Digital Editing:** Basic Photo and Video editing skills.

Experience

Hub Operations Assistant | Daraz Bangladesh

- Managed inventory, scanned product codes, and updated data accuracy.
- Handled customer order confirmations and inquiries professionally.
- Maintained daily operational flow and back-end data entry records.

Education

- **B.A. in English:** Govt. Shaheed Suhrawardy College (2022-Present)
- **H.S.C:** Hazi Misir Ali College | GPA: 4.50 (2021)
- **S.S.C:** Pagla High School | GPA: 4.22 (2019)

Certifications

Django Framework (certificate): **Daffodil International Professional Training Institute** .
Programming Languages: **HTML, Bootstrap, JavaScript, Python OOP, CSS, Django.**