

# Md. Ahadujjaman

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## Summary

Highly capable and meticulous Data Entry Operator with an excellent record of accuracy and client satisfaction. Superb independent worker who also functions well as a data management team member. Strong ability to handle multiple alphanumeric data entry projects with the highest degree of timeliness and efficiency.

## Skills

- ⚡ Typing (60) wpm
- ⚡ Data Entry
- ⚡ Data Analysis Skills
- ⚡ Data Verification
- ⚡ Data Management
- ⚡ Excellent proficiency in alphanumeric and 10-key typing
- ⚡ High skills in working independently and accurately

## Experience

### Senior Data Entry Operator • Intelligent Image Management Limited (IIML)

05/2014 - Present

Dhaka, Dhaka Division

Entering customer and account data from source documents within time limits  
Compiling, verifying accuracy and sorting information to prepare source data for computer entry  
Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output .

## Education

### Sheikhdi Abdullah Mollah High School and College • Secondary School Certificate

04/2010

Dhaka, Dhaka Division

GPA- 4.38 OUT OF 5.00

### Madan Mohan College • Higher Secondary Certificate

04/2013

Dhaka, Dhaka Division

GPA- 3.90 out of 5.00

### Govt. Haraganga College • B.B.A

05/2022

Munshiganj, Dhaka Division

Running

## Languages

Bangla

English

Hindi