

Last Updated : **March 26, 2012**

## **A. N. M TARIKUL ISLAM**

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### **Career Objective:**

Looking for a job where I can making a great contribution with my own experience and local effort that would be able to perform better future. Always looking this young energetic person proves herself Smart and Talented.

### **Career Summary:**

Two year and 9 Month Experience on data entry. Also Dally Voucher posting in Accounts (pofms) Under The TMSS Head Office.

### **Special Qualification:**

6 month computer training

### **Employment History:**

**Total Year of Experience : 11.3 Year(s)**

1. **Designation of BM and Profession in Computer Operator. ( August 1, 2009 - Continuing)**

**TMSS (Thangamara Mohila Shobuj Shongho).**

Company Location : 631/5 West Kazipara, Mirpur-10, Dhaka.

Department: HEM (Finance)

**Duties/Responsibilities:**

Day By Day Data Entry in Excel And Oracle Software, Hardware And Software Troubleshooting, Internet Browsing. networking, printing and scanning.

2. **Data Entry Operator ( September 1, 2007 - May 31, 2008)**

**Bangladesh Election Cometions**

Company Location : District Election Cometion, bogra.

Department: National ID Card

**Duties/Responsibilities:**

Data Entry, Hardware And Software Troubleshooting.

3. **Computer Operator ( August 1, 2006 - July 30, 2007)**

**Central For Irrigation and Water management (CIWM)**

Company Location : Rural development Academy, Bogra.

Department: Report Sector

**Duties/Responsibilities:**

Data Entry in Excel, Hardware And Software Troubleshooting, Internet Browsing.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
HSC	ARTS	Rural Development Academy School & Collage	CGPA:2.4 out of 5	2006	2 year
SSC	commerce	Chopinagor High School	CGPA:2.63 out of 5	2004	2 year

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Basic Corse	MS Office/ Hardware and Softwer/Internet and Email	National Academy For Computer Training and Recharge.(NACTAR)	Bangladesh	Bogra	2007	6 Month

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 12000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Data Entry/Operator/BPO  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Canada  
 Preferred Organization : Design/Printing/Publishing, NGO,  
 Types : Cosmetics/Toiletries/Personal Care

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>Accounting Data Entry</li> <li>Data Entry Operator (Both English &amp; Bengali)</li> </ul>

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangali	High	High	High

### **Personal Details :**

Father"s Name : Mohammad Ali  
 Mother"s Name : Mst. Rokeya Begum  
 Date of Birth : November 11, 1987  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Sahanagor, Kamarpara, Sajahanpur, Bogra  
 Current Location : Bogura

**Reference (s):**

Name : Khan Sirajulislam  
Organization : TMSS  
Designation : Ass. Director  
Address : 631/5, West Kazipara,  
Mirpur-10, Dhaka  
Phone (Off.) : 9348644  
Phone (Res.) :  
Mobile : 01713-377128  
EMail : financetmss@gmail.com  
Relation : Relative

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