

Last Updated : **March 16, 2018**

MD.ZAKIR HASAN SIDDIQUE

Address: Md. Zakir Hasan Siddique, Data Entry Operator 05 No NJLIP
Cluster Office: Social Development Foundation (SDF), Sikhas Dream,
Residencial Area, Notun Bazar, Chondipasa, Nandail, Mymensingh
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Career Objective:

Results oriented and highly organized professional seeking to leverage administrative strengths, typing speed (75 WPM), and passion for information management towards a dynamic position in designing data entry screens, coding, supervising data entry,

Career Summary:

Out of 14 years, I have worked 8 years as an Sr. Data Entry Operator in BRAC Organization Education Program funded by E U. and Nederland. Rest 3.6 years have worked as an Computer Operator in Hyundai Engineering & Construction Company Ltd, Project Jamuna Multipurpose Bridge funded by World Bank & GoB. Now i am working as an IT Assistant/Data Entry Operator in Social Development Foundation (SDF) under Bank and Financial Institutions Division Ministry of Finance funded by World Bank.

Special Qualification:

Proficiency in computer literacy (Ms Word, Ms Excel, Access, Power-point, Photoshop, Illustrator, Outlook and e- mail, excellent of typing speed in computer key board (Bangla 65 w.p.m. & English 70 w.p.m)

Employment History:

Total Year of Experience : 16.8 Year(s)

1. **Data Entry Operator (March 14, 2012 - Continuing)**

Social Development Foundation (SDF)

Company Location : Dhaka

Department: Programme

Duties/Responsibilities:

- I work on help Computer and Data Processor to manage MIS Data.
 - The incumbent will provide support to the Entry various data into MIS system (Computer Operating System on District office) of Computer related matter.
 - Ensure timely and quality implementation of project activities and track the achievement of overall project objectives.
 - I Prepare Generate various Reports from MIS system (Word, Excel, Access etc)
 - Handling scanner, e-mail, Internet, networking , LAN & modem etc
 - Receiving and distribute the incoming and outgoing mail and documents.
 - Installing and configuring computer hardware, software, operating systems and applications
 - I can troubleshoot problem of computer hardware, software, LAN and solution.
- Also prepare by me there are mention:
- Prepare monthly Village Matrix, key milestone, matrix report and send to DRMU office,
 - Compose official various data, documents regular basis.
 - Compose Maintain cluster wise Data and file up this data systematically.
 - Prepare salary sheet and time sheet and entry in the data Sheet.
 - Maintain records and documents as per instruction.
 - Receive email from SDF office and important message sent to other at time to time.
 - Any slide presentation by Microsoft Power point and all Multimedia driven.
 - Prepare monthly /quarterly report (MIS, Youth data base)
 - Monthly bill vouchers prepare and send to DRMU office,
 - Prepare monthly /quarterly report Livelihood, Community Finance & sent to DRMU office,
 - Prepare monthly/quarterly/yearly other report & sent to DRMU office
 - Perform any other relevant tasks assigned by the authority

2. Data Entry Operator (February 5, 2005 - December 30, 2011)

brac

Company Location : 75 Mohakhali, Dhaka

Department: Education Program

Duties/Responsibilities:

- Compose official documents, financial documents, maintain records keeping, daily, weekly and monthly reports.
- Maintain necessary database for project assets;
- Receive and distribute the incoming and outgoing mail and documents;
- Installing and configuring computer hardware and different operating systems and applications.
- Configure the MS outlook and troubleshooting all kinds of problem regarding mail connection.
- Knowledge of Microsoft office package and install other software and able to troubleshooting problems.
- Install and update antivirus and keep the virus-free network.
- Entry various data into MIS system;
- Print various document form MIS system (Word, Excel , Access);
- Manage and maintain data cleaning, scanning and quality checking etc.
- Produce Report on the basis of user requirement in consultation with Field staff ,
- Provide training to IT support of staff;
- Generate various report based on requirement;
- Handle e-mail , Internet , LAN etc.
- Windows Setup, Software Installation

3. Computer Operator (April 21, 1995 - June 20, 1998)

Hyundai

Company Location : South Korea

Department: Admin

Duties/Responsibilities:

- Letters composing, data entry and type correspondence
- Verified and updated and corrected source documents
- Stored and managed completed documents
- Set up and maintained files according to organization procedures
- Recorded all tasks and activities
- Prepared and submitted reports
- Routed data to appropriate staff
- Researched and retrieved requested data
- Prepared written document
- Performed daily control functions
- Answering and directing phone calls
- Making phone calls
- Taking and distributing messages
- Organizing and scheduling appointments
- Organizing and coordinating meetings
- Handling inquiries and incoming work requests
- Reviewing file and records to answer requests for information
- Checking and distributing documents incoming mail
- Maintaining filing systems
- Sending emails
- Preparing and sending outgoing mailings and packages
- Typing document and correspondence
- Monitoring and ordering inventory of office supplies
- Be responsible for any other task as required by the office
- Hardware installing & configuring, operating systems and applications
- Troubleshooting of Desktop, computer hardware, software and networking problems
- Various anti-virus software and PC cleaning tools
- Installing and maintain and troubleshooting of printer
- Handling scanner, e-mail, Internet, networking & LAN etc
- Maintain the guideline of immediate supervisor and provide support

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Arts	Arts	University of Dhaka	Third Class, Marks :35%	1992	2 years
HSC	Arts	Mohongonj Degree College	Third Division, Marks :44.1%	1989	2 years
SSC	Arts	Mohongonj Pilot Government School	Second Division, Marks :55.6%	1987	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Hardware & Networking (Diploma)		Sylhet Professional Technical Institute	Bangladesh	Sylhet	2013	06 Months
Training on Input MIS Posting		SDF	Bangladesh	SDF, District Office,Sylhet	2013	01
Training on VDRRF disbursement Plan.		SDF	Bangladesh	SDF, District Office,Sylhet	2013	01
Training on Accounts and Book Keeping.		SDF	Bangladesh	SDF, District Office,Sylhet	2013	02
Training on Project Management System (PMS).		SDF	Bangladesh	SDF, District Office,Sylhet	2013	02
Basic training course on Empowerment and livelihood Improvement Nuton Jibon Project		SDF	Bangladesh	Regional Office SDF, Jamalpur	2013	02
Training on MIS & Computer Maintenance		SDF	Bangladesh	Regional Office SDF, Jamalpur	2013	03
Training on Input Form & New MIS (Project Management System-PMS) Posting		SDF	Bangladesh	Regional Office SDF, Jamalpur	2013	02
Training on Project Monitoring System		SDF	Bangladesh	Horticulture Training Center, Jamalpur	2013	02
Training on web Based MIS Software/low Speed Internet Connection		SDF	Bangladesh	Regional Office SDF, Jamalpur	2013	02
MIS Maintence & Networking		Social Devlopment Foundation (SDF)	Bangladesh	Jamalpur	2012	04 days
Monitoring & Evaluation		Social Devlopment Foundation (SDF)	Bangladesh	Sylhet	2012	01
Training on Institution Building, Village Development & Risk Reduction Plan.		SDF	Bangladesh	SDF, District Office, Housing Estate , Sylhet	2012	29.04.2012 -30.04.12
Computer Office Application (Diploma)	Windows,Ms-Word, Ms-Excel, Ms-Access, Ms-Power Point, Data Entry,E-mail & Internet, Hardware & Networking.	Bangladesh Technical Education Board	Bangladesh	Moulvibazar	2011	6 Months (360 Hrs)
ICT skills Training		brac	Bangladesh	Dhaka	2006	14 days
TOT		brac	Bangladesh	Myminsing	2005	12 days
Typing Course (Bangla & English)		Windows Computer Tranining Center	Bangladesh	Netrokona, Mohangonj	2000	02 Months
Certificate in Computer Applications	Basic Fundamental , Operating System, Word Processing, Spreasheet Analysis, Data Base Management , Data Entry.	National Training & Research Academy for Multilingual Shorthand	Bangladesh	BOGRA	1999	12/01/99-12/4/99
Computer Networking		Hyundai	Bangladesh	Tangail	1996	03 days
Associate Diploma Information Technology	Windows, Ms-Word, Ms-Excel, Database,Hardware & Networkring, E-mail & Internet.	COSMOPOINT EDUCATION	Bangladesh	Netrokona	1995	6 Months
Secretarial Management		Hyundai	Bangladesh	Tangail	1995	03 days

Professional Qualification:

Certification	Institute	Location	From	To
IT Assistant/Data Entry Operator	Social Development Foundation (SDF)	Sylhet	March 14, 2012	December 20, 2013
Data Entry Operator	brac	Moulvibazar	February 5, 2005	December 30, 2012
Data Management Assistant	Icddr,b	Dhaka	November 14, 2000	February 28, 2002

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 28000
Expected Salary : Tk. 30,000
Preferred Job Category : General Management/Admin, NGO/Development, Data Entry/Operator/BPO, Data Entry/Computer Operator, Graphic Designer
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : NGO

Specialization:

Career Summary Position & Duration Type of Employment Assignment and Donor
Data Entry Operator from 01 September 2015 to Continue Social Development Foundation (SDF) NJLIP project under Ministry of Finance Funded by IDA-World Bank
IT Assistant /Data Entry Operator from March 2012 to 30st September, 2015 Social Development Foundation (SDF) -SIPP-2 project under Ministry of Finance Funded by IDA-World Bank
Data Entry Operator from Feb. 2005 to December 2011 brac International Education project Funded by UNICEF
Data Management Assistant from November 2000 to February 2002 icddr,b ICVB, CVS, icddr,b
Computer Operator from April 1995 to June, 1998- Hyundai JMBP project funded by ADB and World Bank
Skills and Experiences : Have more than 16 years substantial experiences in the World Bank funded project and technical support by the World Bank while other donor funded projects implemented by several line ministries of Bangladesh Governments. Moreover, I have excellent reporting and communication in English and have great command in computer operation with MS Office Suite, Data Processing as well as Internet Browsing. Key Skills: Report generation Data inputting Data mining Data archiving IT Literate Checking information Administration Confidentiality Problem Solving Filing system Team Management Document Proofreading Word processing Database Management Data Analysis in SPSS Key Competencies: Able to do repetition work accurately for long period's time. Excellent speed and accuracy skills Comprehensive knowledge of Excel and other office programmers Fast accurate typing ability Fully aware of confidentially issues regarding the use of private and confidential information.

Extra Curricular Activities:

I received the award as best Data Entry Operator from the Social Development Foundation (SDF) on 30/11 / 2017.

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangla	High	High	High

Personal Details :

Father"s Name : Late Ali Osman
Mother"s Name : Rabeya Begum
Date of Birth : June 15, 1972
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Satur, Post +Upazila: Mohangonj, Dist: Netrokona.
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Samiul Hoque	Md. Shamol Chondro Ray
Organization	: SDF	SDF
Designation	: DPM Social Development	CF (Tech)
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Relation	: Professional	Professional
