

Last Updated : **January 13, 2016**



MD. JAHIRUL ISLAM

Address: Md. Jahirul Islam, Data Entry Operator, Padma Multipurpose Bridge Project, Setu Bhaban, Banani, Dhaka-1212
Mobile : 01718551554
email:jahir1554@yahoo.com

Career Objective:

I am career buildup Data Entry Operator

Career Summary:

I have completed Higher Secondary Certificate with Diploma-in-Computer Engineer. I want a challenging & dynamic job environment.

Special Qualification:

Diploma-in-Computer Engineer

Employment History:

Total Year of Experience : 10.8 Year(s)

1. Data Entry Operator (April 12, 2009 - Continuing)

Bangladesh Bridge Authority

Company Location : Dhaka

Department: Information Technology

Duties/Responsibilities:

Data Entry Operator & Microsoft office Management.

2. Computer Trainer (August 21, 2008 - March 4, 2009)

Palli Unnyan Shagtha

Company Location : Jhenidah

Department: Information Technology

Duties/Responsibilities:

Training to the Students about Microsoft Office Application, Computer hardware, Photoshop.

3. Team Leader (November 11, 2007 - August 3, 2008)

Bangladesh Election Commission

Company Location : Jhenidah

Department: Information Technology

Duties/Responsibilities:

Preparation of Electoral Roll with Photograph & Facilitating the Issuance of National Identity (ID) Card's data input, export, Troubleshooting, team management, Supervision, correction of voter application from & maintenance of note book PC.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma In Computer Engineer	Computer Tecnology	Maheshpur Degree Collage	CGPA:2.7 out of 2	2000	1999-2000
SSC	Arts	Maheshpur High School	First Division, Marks :66.4%	1998	1997-1998

Professional Qualification:

Certification	Institute	Location	From	To
Diploma-in-Computer Engineer	Bangladeh Computer & Management Collage	Jessore	January 1, 2003	December 31, 2006

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 18000
 Expected Salary : Tk. 18,000
 Preferred Job Category : IT/Telecommunication, Data Entry/Operator/BPO, Data Entry/Computer Operator
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Japan, United Kingdom, United States, Austria, France
 Preferred Organization Types : Banks, Telecommunication, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Group of Companies

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Data Entry Operator (Both English & Bengali) • Data Entry Supervisor • Accounting Data Entry • Data Conversion • Image to Text Conversion

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Azizur Rahman
 Mother"s Name : Mst. Halima Khatun
 Date of Birth : November 11, 1981
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Maheshpur (Mollapara), P. O. + P. S. Maheshpur, Dist. Jhenidah
 Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Md. Monjurul Islam	Kazi Md. Ferdus Sarkar
Organization	: Bangladesh Bridge Authority	Bangladesh Bridge Authority
Designation	: Superintending Engineer (Resettlement)	Senior Executive Engineer (Resettlement)
Address	: Setu Bhaban, Banani, Dhaka-1212	Setu Bhaban, Banani, Dhaka-1212
Phone (Off.)	: +8802989387	+88028861249
Phone (Res.)	:	
Mobile	:	
EMail	:	
Relation	: Professional	Professional
