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MD. REZAUL KARIM

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Career Objective:

I am seeking a position focusing on data entry, online sales and marketing, customer care and office management.

Career Summary:

- Remarkable experience in data entry. - Proficient in Microsoft Office products (Word Excel Access and Outlook), - Posses typing Speed 45-50 words per minute. -Strong clerical and administrative skills.

Special Qualification:

- Familiar with a variety of software including Microsoft Office, Proficient in Adobe Photoshop and Illustrator & Computer Hardware. I worked in Yellowpage, Salesforce (data.com), Linkedin, Zoominfo software & others.

Employment History:

Total Year of Experience : 8.7 Year(s)

1. Data Entry Manager (January 1, 2014 - August 30, 2017)

Field Nation (USA Base inc 500 Company)

Company Location : H-19, R-01, Sect-12, Uttara, Dhaka-1230.

Department: Data Entry

Duties/Responsibilities:

Responsible for Lead generation

Assist in managing operators who collect data,

Responsible for sending data to client,

Assist in giving follow up for find out positive, negative and bounced back etc, reply mail, forward it etc.

2. Computer Operator (January 1, 2012 - June 30, 2013)

Sony Computers (Part time job)

Company Location : Joar Shahara, Vatar, Dhaka.

Department: Computer Operator

Duties/Responsibilities:

Typing any documents such as CV, Application, make school question, Syllabus etc.

Working in Photoshop & Illustrator etc.

3. Data Entry Supervisor (July 10, 2010 - December 30, 2013)

Intelligent Image Management Ltd. (USA base Fortune 500 companies and many blue chip clients)

Company Location : Baridhara DOHS, Dhaka-1229.

Department: Pharma Project (Software based Data Entry works)

Duties/Responsibilities:

Solving any problems of operators, accept mail and reply it, communicate with client, make attendance and salary sheet etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.A (Masters)	Islamic Studies	Shanto Mariam University of Creative Technology	CGPA:3.94 out of 4	2012	1 Year
B.A. (Honours)	Islamic Studies	Rajshahi University	Second Class, Marks :58%	2010	4 Years
Alim	Humanities	Sharsina Darussunnah Kamil Madrashah, Barishal.	CGPA:4.17 out of 5	2004	2 Years
Dakhil	Humanities	Monivakua M. N. Dakhil Madrashah, Kurigram.	CGPA:4 out of 5	2002	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Adobe Photoshop & Adobe Illustrator Course	Adobe Photoshop & Adobe Illustrator Course	English World	Bangladesh	Uttara, Dhaka-1230	2014	4 Months
Computer Office Application Course	Computer Office Course	Bangladesh Technical Education Board, Dhaka.	Bangladesh	Dhaka	2014	6 Months
Computer Hardware	Windows set up, Software install etc.	English World	Bangladesh	Uttara, Dhaka-1230	2013	4 Months

Professional Qualification:

Certification	Institute	Location	From	To
Saifur`s English Spoken and Writting Course	Saifur`s, Uttara Branch.	Uttara, Dhaka.	March 1, 2012	June 30, 2012

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 16000
Expected Salary : Tk. 12,000
Preferred Job Category : IT/Telecommunication, Data Entry/Operator/BPO
Preferred District : Chattogram, Dhaka, Gazipur, Sylhet
Preferred Country : Saudi Arabia, United Kingdom, United States, Canada
Preferred Organization : Banks, University, College, BPO/ Data Entry Firm, Buying House, Audit Firms /Tax Consultant, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Banks & Financial • Data Entry Operator/ Supervisor • Computer Operator • Supervisor • Data Analysis • Data Entry Operator (Both English & Bengali) 	Data Entry expertise, English typing speed is 50 words per minutes and 35 words in Bangla.

Extra Curricular Activities:

I was a Regional Director in Student Welfare Association in Rajshahi University. It is fully a non-political organization which only works for poor student's welfare and Financial helping.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Abdus Salam
 Mother"s Name : Nurjahan Begum
 Date of Birth : January 1, 1988
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- Bakaray Madhupur, Post- Mandalar Hat, P.S.- Ulipur, Dist- Kurigram.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Md. Belal Hossain	Riad Mahmud
Organization	: Rajshahi University	Field Nation Bangladesh Ltd.
Designation	: Professor	Manager, HR
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Relation	: Academic	Professional