

Last Updated : **May 16, 2016****MD. ZAKIR HOSSAIN**

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**Career Objective:**

I am a hardworking, reliable and individual. I am creative with an eye for detail and the ability to work efficiently and accurately, even under pressure. I possess excellent communication and customer service skills.

Special Qualification:

1. Higher Diploma in Computer Science and Engineering. 2. Adobe Photoshop and Illustrator.

Employment History:

Total Year of Experience : 1.0 Year(s)

1. **Data Entry Operator (October 1, 2010 - September 30, 2011)**

Banglalion Wimax Dealer Office, Speeds Zone.

Company Location : Sylhet

Department: Office Assistant

Duties/Responsibilities:

Accounts maintained, Data entry, Customer service, etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.S.S	History	National University	CGPA:2.79 out of 4	2013	4 Year`s.	B-
HSC	Humanities	Jalalabad College, Sylhet	CGPA:3.2 out of 5	2008	2 Year`s	B
SSC	Humanities	Al-Amin Jamea Islamia Secondary School, Sylhet	CGPA:2.81 out of 5	2006	2 Year`s	C

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphic Design.	Adobe Photoshop and Illustrator.	Akij Institute.	Bangladesh	Sylhet	2013	6 Month
Higher Diploma in Computer Science and Engineering.	MS Word, Excel, Powerpoint, visual basic, hardware etc.	National youth development training Center (NYDTC)	Bangladesh	Sylhet	2011	1 Year.

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : General Management/Admin, Data Entry/Operator/BPO
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Italy, New Zealand, Portugal, United Kingdom,
 : United States
 Preferred Organization : Banks, Advertising Agency, BPO/ Data Entry Firm, NGO,
 Types : Multinational Companies, Public Relation Companies,
 Consulting Firms, Travel Agent, Tea Garden, Real Estate,
 Group of Companies, Tobacco

Language Proficiency:

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

Personal Details :

Father"s Name : Abdul Basith
 Mother"s Name : Ayesha Khanom
 Date of Birth : August 31, 1990
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- Niz Burunga, P/O- Niz Burunga, P/S- Osmani Nagar, Dist- Sylhet.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Amdad Chowdhury	Al Jahan
Organization	: Square Hospital Ltd.	Bangladesh Bank
Designation	: Officer Safety and Security.	Assistant Manager in Cash
Address	: Square Hospital Ltd. Dhaka - 1205	Sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801713271271	+8801711004193
EMail	:	
Relation	: Others	Others