

Last Updated : **June 10, 2017**



## **MOHAMMAD ABU SALEK**

Address: House No.- 202/C, Road No.-6, Mohammadia Housing Ltd.  
Dhaka-1207.  
Mobile : 01713413385  
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### **Career Objective:**

Build up myself as a self-motivated dignified professional. Intend to work in a challenging and competitive environment where my technical abilities and skills can be utilized.

### **Employment History:**

**Total Year of Experience : 15.4 Year(s)**

#### **1. Software Test Engineer ( June 5, 2012 - Continuing)**

##### **ORBUND**

Company Location : House no.-27 & 29, Road no.-13, Nikunja-2, Dhaka.

##### **Duties/Responsibilities:**

Software testing on different browsers using various tools and manual testing for integrity. Configure web based software as per client requirements.

#### **2. Junior Executive, Production Planning ( May 30, 2011 - June 4, 2012)**

##### **Otobi Ltd.**

Company Location : Akran, Savar, Dhaka.

Department: Planning

##### **Duties/Responsibilities:**

Production planning through world renowned ERP software SAP. Goods issue and receipt against production order, prepare report against material consumption and receipt, prepare Daily Production Report, WIP (Work in Process) Report etc. Report to production planning key user regarding assigned transaction in SAP.

#### **3. Data Entry Operator ( April 9, 2005 - May 29, 2011)**

##### **Apollo Hospitals Dhaka**

Company Location : Plot-81, Block-E, Bashundhara R/A, Dhaka - 1229.

Department: Materials Store

##### **Duties/Responsibilities:**

Receive and issue various goods. Ensure quality and quantity of goods. Maintain all store related record in a customized software named HMS (Hospital Management System). Prepare daily transaction report and monthly store indent. Assist the Store incharge in official works.

#### **4. Data Entry Operator ( December 20, 2003 - April 8, 2005)**

##### **Upazilla Resource Center**

Company Location : Baniachong, Habiganj.

##### **Duties/Responsibilities:**

Entering data related to Upazilla resource-students, teachers, cultural persons etc. Drafting letters and assist the Instructor of U.R.C. to perform official work.

## 5. Data Entry Operator ( May 30, 2003 - December 19, 2003)

### **Digital Architects Limited**

Company Location : 152-B, New D.O.H.S. Mohakhali, Dhaka.

### **Duties/Responsibilities:**

Entering data from microfilms and scanned documents collected from U.S.A. using customized software.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration	Achievement
Bachelor of Science in Electronics Engineering	Electrical/Electronics Engineering	International University of Business Agriculture and Technology	-	2014	4 Years	-
Diploma in Engineering	Computer	Dhaka Institute of Engineering and Technology	First Division, Marks :70%	2003	3 Years	-
HSC	Science	Nasirabad College, Mymensingh	Second Division, Marks :56.4%	1997	2 Years	-
SSC	Science	Mymensingh Zilla School	First Division, Marks :81.8%	1995	2 Years	Star marks with Letter marks in five subjects

## **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Customer Service Excellence		Apollo Hospitals Dhaka	Bangladesh	Bashundhara, Dhaka.	2008	3 Days
Team work		Apollo Hospitals Dhaka	Bangladesh	Bashundhara	2007	3 Days

## **Professional Qualification:**

Certification	Institute	Location	From	To
Certificate in Information System Security	Bangladesh University of Professionals	Mirpur, Dhaka.	August 7, 2014	December 6, 2014

## **Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Expected Salary : Tk. 20,000  
Preferred Job Category : Engineer/Architect, IT/Telecommunication  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization Types : Telecommunication, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, Multinational Companies, Engineering Firms

## **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Data Conversion</li><li>• Data Entry Operator (Both English &amp; Bengali)</li><li>• Image to Text Conversion</li><li>• MS Word/ Excel/ PowerPoint/ OneNote</li><li>• IT Support Service</li></ul>

## **Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

## **Personal Details :**

Father"s Name : MD. Abu Taher  
Mother"s Name : Masuda Akhter  
Date of Birth : November 15, 1979  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill- Mirazpur, Union-Bohora, Upazilla-Madhabpur, Dist.- Habiganj,  
Bangladesh  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mustak Ali	Mohammad Nasrullah
Organization	: Otobi Ltd.	Apollo Hospitals Dhaka
Designation	: Deputy Manager, Production	Sr. Manager
Address	: Akran, Savar, Dhaka.	Plot-81, Block-E, Bashundhara, Dhaka-1229
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EMail	:	m.nasrullah99@gmail.com
Relation	: Professional	Professional

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