



Yusuf Ali Chowdhury

Rabbi

Paikargaon, Mollargaon, Jalalabad,
Sylhet 3100, Bangladesh

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About Me

Have the intention to work with honesty and sincerity to grow and eventually take greater responsibilities and to face the challenge of the time and to gain skills for successful career. I am able to demonstrate effective communication and organizational skills; work on my own initiative, both independently and within a team. Have excellent ability to organize and prioritize my workload to achieve set goals and deadlines in the most efficient manner.

Education

SSC, Science

Jalalabad Dwi-Pakshiksh High School, Sylhet
Sylhet Board
Sylhet, Sylhet Division
Bangladesh

Graduated, May 2009
GPA 3.81
Division I

HSC, Science

Madan Mohan College
Sylhet Board
Sylhet, Sylhet Division
Bangladesh

Graduated, August 2014
GPA 3.10
Division I

Bachelor of Social Studies

M. C. College
National University, Gazipur-1704, Bangladesh
Sylhet, Sylhet Division
Bangladesh

Pursuing
Final year

Work Experience

March 2018 - Present

Administrative Assistant

DeVute Ltd.
Sylhet, Sylhet Division
Bangladesh

Roles:

- Office Administration and Clerical Duties
- Write article for projects owned by the company in English mainly, and sometimes in Bengali for its website and facebook page
- Generate ideas from current trend regarding technology for the company's content related projects

March 2016 - January 2018

Data Entry Operator

E-Zone HRM Ltd
Sylhet, Sylhet Division
Bangladesh

I was employed as outsourced Data Entry Operator by the company E-Zone HRM Ltd at IDEA Project, Bangladesh Election Commission. My key responsibilities were:

- Solved customer issues regarding their national identity card problems. Managed the database and issued customer's application through online based software of the company.
- Managed office work by filing document, writing a letter, and performed other administrative duties.
- Took entry of new voter information to database of Bangladesh Election Commission using specified software.
- Managed data of new voter to the MySQL based software that is designed by the company.
- Assisted customer by taking note of their issues and sorting it out according to the organizational rules.
- Helped customers and delivered them best service regarding their needs.

August 2015 - February 2016 and July 2014 - November 2014

Data Entry Operator

Bangladesh Election Commission, Sylhet District Office.
Sylhet, Sylhet Division
Bangladesh

I was recruited as Data Entry Operator temporarily for the program period at Voter List Update Program-2015 and Voter List Update Program-2014 by District Election Office in Sylhet. I worked in a team, visited to various places of the district to take entry new voter's biometric and demographic information to the software of Bangladesh Election Commission.

Training and Certifications

- 360 Hours (Six Month) long course on Computer Office Application, Future Group, Sylhet, Bangladesh, 2013
- Three months training on Computer Certificate Course, National Training Academy, Sylhet, Bangladesh, 2009
- International English Language Testing System - IELTS Overall Score: 6.0, Listening: 6.5, Reading: 6.0, Writing: 5.5 and Speaking 6.5, Certificate Date: 12/07/2018.

Skills

- Very strong presentation and negotiating skills and enthusiastic in challenging working field.
- Have a friendly and responsible nature. Self-starter with an accurate and detail oriented work ethic.
- Superb verbal and written communication skill.
- Possess calm, polite, friendly and diplomatic attitude.
- Leadership and organizing capacity
- Professional typing and Data Entry skills.
- Attention to detail without compromising the tasks speed and performance
- Excellent IT skills and hands on knowledge of spread sheet.
- Self-motivated with exceptional communications and interpersonal skills.
- Have basic knowledge on networking.
- Can work well under pressure and with tight deadlines.
- Extremely sensitive to how customer opinion drives company profit.
- Professional typing skill English 50 wpm and Bangla 35 wpm with 98% accuracy.

Computer Proficiency

Operating Systems

- Windows OS, *Expert*

Software

- Microsoft PowerPoint, *Advanced*
- Microsoft Excel, *Expert*
- Microsoft Word, *Expert*
- Adobe Photoshop & Illustrator, *Intermediate*

Languages

- English, *Fluent (speaking, reading, writing)*
- Bengali, *Native language*

Personal Interests

- Travelling new places.
- Reading
- Love to play cricket and badminton

Personal Details

Father's Name:	Mr. Saleh Uddin Ahmed Chowdhury	Marital Status:	Single
Mother's Name:	Anowara Begum Chowdhury	Nationality:	Bangladesh
Birthday:	February 01, 1994	Passport No.	BR0743399, Expires 02/11/23
Gender:	Male	National ID No.	3749493221

Address Details

Village/Area: Paikargaon, Post Office: Mollargaon, Post Code: 3100, Police Station: Jalalabad, Sub district: Sylhet Sadar, District: Sylhet, Bangladesh

Declaration

I, Yusuf Ali Chowdhury Rabbi, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Yusuf Ali Chowdhury Rabbi