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ZAHIDUL ISLAM

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Career Objective:

Improving professional skills as well as to enhance organizational inefficiencies through performing challenging responsibilities in the work field.

Career Summary:

To contribute in an organization where I can integrate my knowledge and skills to add value to that organizations and explore my potentials. Willingness to work in a dynamic and challenging environment.

Special Qualification:

Computer Application Software (Microsoft Word, Microsoft Excel, PowerPoint), Adobe Photoshop, Adobe Illustrator, Fast typing (Bangla - 25, English - 50) Email, Internet etc.

Employment History:

Total Year of Experience : 6.2 Year(s)

1. Data Entry Supervisor (January 1, 2016 - Continuing)

Devnet Ltd.

Company Location : BDBL Bhaban, Kawran Bazar, Dhaka-1212

Department: IT

Duties/Responsibilities:

Supervises the daily activities of operators of data entry devices who input records, lists or other data points into an electronic format. Responsible for directing and allocating work to staff, monitoring and evaluating their work. Day by day reports to manager.

Supervises a small group of Data Entry Operator characterized by repetitive processes.

2. Support Officer (Contractual) (January 1, 2014 - December 31, 2015)

IFIC Bank

Company Location : Motijheel, Dhaka

Department: IT

Duties/Responsibilities:

Input customer data in a customized software, writing official letter & application, Email etc.

3. Computer Operator. (October 8, 2013 - December 3, 2014)

Insight and Ideas Ltd.

Company Location : Gulshan-01, Dhaka

Department: Survey Department

Duties/Responsibilities:

write Official letter, Salary Sheet, Document both Bangla, English, Data analyze of Survey Work, Email, searching internet etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc	Zoology	National University	Second Class	2010	4 yrs
HSC	Science	Habibullah Bahar College, Dhaka	CGPA:3.3 out of 5	2005	2.5
SSC	Science	South Suchipara Union High School, Shahrasti, Chandpur	CGPA:3.25 out of 5	2003	2.5

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics Design	Adobe Photoshop, Illustrator.	Bornomala Computers	Bangladesh	Uttor Badda	2014	3 month
MS Office Package	Microsoft Word, Microsoft Excel, Microsoft Powerpoint	Gulshan Central Jam e Masjid Training Centre	Bangladesh	Gulshan	2012	3 month

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 12000
Expected Salary : Tk. 18,000
Preferred Job Category : Garments/Textile, HR/Org. Development, Peon
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Banks, Design/Printing/Publishing, Development Agency, Embassies/Foreign Consulate, Buying House, Airline, Group of Companies, Tobacco, Garments Accessories, Fisheries

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Data Entry Operator (Both English & Bengali)• Data Entry Operator (English)• Data Entry Supervisor• Image to Text Conversion• Medical Transcription• Data Conversion• Graphics Design• Adobe Photoshop• Adobe Illustrator

Language Proficiency:

Language	Reading	Writing	Speaking
english	High	High	Medium
bengali	High	High	High
arabi	Medium	Low	Low

Personal Details :

Father"s Name : MONIR HOSSAIN
Mother"s Name : SEMON ARA AKTER
Date of Birth : December 10, 1987
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : DAG-712, LANE-25, PURBACHAL SARAk , UTTAR BADDA, -1212,
Gulshan Model Town, Gulshan, Dhaka 1212
Current Location : Dhaka
