

**MD. MAHEDUL ISLAM**

Address: C/O Md. Makbul Hossain Vill: Tilokpara, Post: Dhaperhat, Upazilla: Shadullapur,  
 Dist: Gaibandha.  
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**Career Objective:**

Efficiency and professionalism of my future ahead of want to stay .....

**Special Qualification:**

"Diploma in Computer Since & ICT " Under the SIT Foundation of 6 month

**Employment History:**

**Total Year of Experience : 5.3 Year(s)**

**1. Junior Office Executive (Account) ( July 4, 2016 - Continuing)****Kazi Rice Industries Ltd**

Company Location : Shariakandi Road, Subgram, Bogra  
 Department: Account

**Duties/Responsibilities:**

Office assistant (accounts), daily income and expenditure voucher online software entry

**2. Jr Executive (Data Entry & Computer Operator) ( May 27, 2016 - September 25, 2016)****UDVASH Academy and Admission Care**

Company Location : Framgate, Dhaka  
 Department: Medical and Dental

**Duties/Responsibilities:**

Admission to compose the notes, the question composing, software mark / result entry

**3. Assistant Branch Manager. ( July 12, 2014 - November 30, 2014)****TMSS- Thengamara Mohila Sabuj Shangha.**

Company Location : Bogra

**Duties/Responsibilities:**

Office Assistant & Online Data Entry Operator ([www.microfin360.com/tmss](http://www.microfin360.com/tmss)).

**4. Computer Operator ( May 1, 2012 - June 30, 2016)****Papyrus Computers**

Company Location : Thana road, Pirganj, Rangpur  
 Department: Information and Technology

**Duties/Responsibilities:**

Computer Compose (Everything Typically), E-mail, online all the work, Photography, Photocopy.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
H.S.C (Business Management)	Computer Operation	Motherhat Technical & Business Management College, Rangpur.	CGPA:4.35 out of 5	2012	2 YEAR
S.S.C (Vocational)	General Electrical Works	Dhaperhat B.M.P Bilateral High School, Gaibandha.	CGPA:3.95 out of 5	2010	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma In Computer Science & ICT	MS-Word, Excel, PowerPoint, Programming, E-mail, Internet Browsing, Adobe Photoshop, Illustrator.	M.M Computer`s, Gaibandha.	Bangladesh	Palashbari, Gaibandha.	2012	6 MONTH

**Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 12200
Expected Salary	: Tk. 14000
Preferred Job Category	: Education/Training, Data Entry/Operator/BPO
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Banks, Design/Printing/Publishing, BPO/ Data Entry Firm, Computer Hardware/Network Companies, Development Agency, Clearing & Forwarding (C&F) Companies, Call Center, Clinic, Dry cell (Battery), Call Center, Cellular Phone Operator, Convention center

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Data Entry Operator (Bengali)</li><li>• Data Conversion</li><li>• Data Entry Operator (Both English &amp; Bengali)</li><li>• Data Entry Operator (English)</li><li>• Data Entry Supervisor</li><li>• Accounting Data Entry</li><li>• Medical Transcription</li></ul>

**Extra Curricular Activities:**

Computer Literacy: 1. Skilled with office based application Microsoft Office Program. 2. Knowledge of internet access, browsing, mailing and other online activities.

**Language Proficiency:**

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	Medium	Medium

**Personal Details :**

Father's Name	: Md. Makbul Hossain
Mother's Name	: Most. Laiju Begom
Date of Birth	: December 10, 1995
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
National Id No.	: 19953218234000265
Religion	: Islam
Permanent Address	: C/O Md. Makbul Hossain Vill: Tilokpara, Post: Dhaperhat, Upazilla: Shadullapur, Dist: Gaibandha.
Current Location	: Bogra