

Md. Anis Khan

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🏠 Satarkul, Badda, Dhaka-1212



Personal Statement

A motivated and dedicated individual with a solid academic foundation, passionate about learning and growing in dynamic and challenging environments. I am eager to begin my professional journey by applying my enthusiasm, adaptability, and willingness to take on new challenges. With a strong commitment to teamwork, effective communication, and continuous improvement, I aim to contribute positively to any organization while gaining valuable experience and enhancing my skills to achieve long-term career success.

Professional Experience

September 2024 – Continue
Data Analyst

Intelligent Image Management Ltd.

Worked as a Data Entry Analyst, entering and managing historical data such as World War II-era emigration lists using the company's proprietary CRM system. Ensured accuracy and consistency while handling sensitive archival records for research and documentation purposes.

Education

Higher Secondary Certificate

National College

Science

GPA: 3.58 (out of 5)

Dhaka Board

Secondary School Certificate

Satarkul School and College

Science

GPA: 3.72 (out of 5)

Dhaka Board

Skills and Qualifications

- Fast and accurate typing skills.
- Strong working knowledge of Windows, Microsoft Office, and Google Docs/Sheets.
- Familiarity with data entry software or CRM tools.
- Basic knowledge of Excel (data sorting, filtering, formatting).

- Data organization and record-keeping skills.
- Good written and verbal communication.
- Time management and ability to meet deadlines.
- Teamwork and collaboration abilities.

Languages

- Bangla
- English

Hobbies

- Writing Dairy
- Learning New Technologies
- Reading Books
- Traveling

Personal Information

Name : Md. Anis Khan
 Father's Name : Md. Kabir Khan
 Mother's Name : Mrs. Beauty Begum
 Date of Birth : 08 August 2006
 Permanent Address : Vill. - Galim-Kha, P.O - Motlobe (North), Dist - Chandpur
 Present Address : House - #SHA-512, Satarkul, Uttor Badda, Dhaka-1212
 NID No : 2881768457
 Nationality : Bangladeshi by birth
 Religion : Islam
 Blood Group : A+(Positive)

Reference

Md. Munjorul Islam Minar
Assistant Electrical Engineer
 01777332985
Lucid Consumer Products Ltd

Md. Anas Khan
IT Officer
 01537191012
Fashion Opotics Ltd.

I hereby certify that the information provided herein is true and accurate to the best of my knowledge. I accept full responsibility for the accuracy of the details presented.

Anis Khan