

ROMJAN

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WEBSITE, PORTFOLIO, PROFILES

- <https://romjan123.github.io/romjan/>
- <https://twitter.com/romjan1995>
- <https://linkedin.com/in/romjan1995>

PROFESSIONAL SUMMARY

Organized and efficient Data Entry Clerk with 2 years of experience in data organization, proofreading and word processing. Multi-talented in smoothly handling office administration support tasks. Team player works to support group efforts to meet critical deadlines.

SKILLS

- HTML
- CSS
- Data Entry
- MS Office
- Written Communication
- Attention to Detail
- Decision-Making

WORK HISTORY

Feb 2021 - Current

Data Entry Clerk

Ayesha Ismaeil Technical
Services - Dubai, AE

- Completed data entry tasks with accuracy and efficiency.
- Scanned documents and saved in database to keep records of essential organizational information.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Organized, sorted and checked input data against original documents.
- Located and corrected data entry errors and reported to management.

Jul 2017 - Jul 2019

Sales Merchandiser

Arabian Trading Supplier -
Riyadh, KSA

- Advanced sales cycle plans by maximizing placement of promotions, point of sale materials and product visibility.
- Planned and coordinated product availability for advertising and promotion purposes.

- Ran markdown reports, managed store replenishment and analyzed buying reports.
- Updated pricing and signage to complete product displays and educate customers.
- Inspected merchandise for quality and arranged proper display location on floor.
- Answered customer questions regarding store merchandise, department information and pricing.

EDUCATION

Jul 2019

Under Graduate: Accounting

National University of Bangladesh | Dhaka

- Continuing education in Accounting
- Complete BBA 2nd Semester out of 4 semester in 2019

Jul 2015

High School Diploma

Purbo Madaripur College | Dhaka

CERTIFICATIONS

- Certified Data Entry Clerk, Ayesha Ismaeil Technical Services - 2021-2022

FOOTBALL

I play football because **it is fun, challenging and exciting**. Most of people love being part of a team. Football teaches cooperation and team work, helps develop positive social skills and teaches respect for others. It helps build self-confidence, a positive self-image and self-worth.

LANGUAGES

English

Upper intermediate (B2)

Arabic

Elementary (A2)

Hindi

Advanced (C1)