

Work Experience

(If you have previous job experience, add here. Example below)

Office Assistant – [Previous Company Name]

Cumilla, Bangladesh

Jan 2020 – Dec 2022

- Assisted in daily office operations and record keeping.
 - Helped workers with documentation and union-related queries.
 - Maintained files, schedules, and communication logs.
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Education

(Fill in your real education info. Example below)

Higher Secondary Certificate (HSC)

Cumilla College, Cumilla, Bangladesh – 2018

Skills

- Office management & documentation
 - Communication & teamwork
 - Basic computer knowledge (MS Word, Excel)
 - Problem-solving
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Personal Information

- **Full Name:** Bayazid
- **Father's Name:** [Add if required]
- **Date of Birth:** [Add if required]
- **Nationality:** Bangladeshi
- **Religion:** [Add if required]
- **Marital Status:** [Add if required]