



MD. SURUZ ALI

Versatile Expert | Accounting, Sales,
and Education

- +880 178-8095826
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- Aditmari, Lalmonirhat

EDUCATION

Batchelor of Business Studies
Lalmonirhat Govt College
2019 - 2024

Higher Secondary Certificate
Begum Kamrunnessa Degree College
2015 - 2017

SKILLS

- Data Entry & Management
- MS Office (Excel, Word, Power Point)
- Data Accuracy & Confidentiality
- Document Processing & Record Keeping

LANGUAGE

English
Bengali

About Me

I am a detail-oriented Data Entry Operator with a strong focus on accuracy and efficiency. Skilled in handling large volumes of data, I ensure precision and confidentiality in every task. Proficient in MS Office, including Excel and Word, for effective data management.

WORK EXPERIENCE

Aug 2023- Nov 2024
acme pharmaceuticals ltd
Accountant

- Managed financial records, transactions, and account reconciliations.
- Assisted in budgeting, expense tracking, and financial analysis.

Jul 2021 - May 2023
Robir Kiron Sikkhalay
Assistant Teacher

- Assisted in lesson planning and classroom management.
- Collaborated with teachers to create an engaging learning environment.

Aug 2024- Jan 2025
Pran RFL

Sales Agent

- Visited corporate client offices to offer latest products
- relationships with clients to maintain sales goals and create new opportunities

REFERENCES

Rokonujjaman Ratul
Trainer - Digital Marketing
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