

# Abdullah Sakib

Accounts & Data Analytics



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To build up career working in a challenging environment with excellent career development prospect, where hard work, strict discipline, good communications skill & creative problem solving are the corner stone of success.



## Mailing Address

C/O-Delowar Hossain Mia, South Jheeltuli, Faridpur



## Skills

- Microsoft Office Program (Ms. Word, Ms. Excel, Ms. PowerPoint)
- E-mail, Internet Browsing & Data Entry
- Accountant / Accounts Manager
- Computer Operator
- Financial Controller
- Customer Support Executive
- Office Management
- Social Media Marketing (Only Facebook)
- **Communication Skills** [Active listening, Clear articulation, Email/chat etiquette, Basic English (spoken & written)]
- **Technical & System Skills** [Fluent computer proficiency, Typing speed, Product knowledge, Troubleshooting ability]
- **Customer Handling Skills** [Patience and empathy, Conflict resolution, Multitasking, Attention to detail]
- **Cultural Awareness (for International Support)**  
# Understanding global accents, slang, and communication norms.  
# Being respectful and professional with diverse customers.

- **Fluent Bangali (spoken & written)**



## Experience

2021-03 -	<b>Customer Support Executive</b>
2021-11	Anowara Hamida Eye Hospital, Faridpur
2022-01 -	<b>Customer Support Executive &amp; Data Entry Operator</b>
2023-10	Ahmed Eye Hospital & Phaco Center
2024-02 -	<b>Account Manager</b>
2025-02	Karim Group, Faridpur, Bangladesh
2025-04 -	<b>Junior Data Analyst</b>
2025-06	OrangeToolz My Offer 360 Degree, Uttara, Dhaka Bangladesh (Remote)



## Education

2021-01	<b>Bachelor of Social Science: Humanities</b>
	Govt. Rajendra University College - Faridpur
	<ul style="list-style-type: none"><li>• Year : Third year (Complete)</li><li>• Session : 2020-2021</li></ul>
2019-01	<b>Higher Secondary Certificate: Business Studies</b>
	Govt. Rajendra College - Faridpur
	GPA: 2.58 (Out of 5.00)
2016-01	<b>Secondary School Certificate: Business Studies</b>
	M.N. Academy
	GPA: 4.28 (Out of 5.00)



## Key Qualities

- Have a good leadership quality, sincere and positive work attitude.
- Good Communication skill.
- Good working capability.
- Instant tricking in any situation.
- Have ability to do work under pressure any circumstances.



## Hobby Interests

- Traveling
- Reading books
- Working
- Playing football



## Personal Information

- Father's Name: Delowar Hossain Mia
- Mother's Name: Parvin Akter
- Blood Group: AB+
- Date of Birth: 01/11/01
- Gender: Male
- Nationality: Bangladeshi
- Marital Status: Single
- Religion: Islam



## Disclaimer

I hereby declare that the all information given above is true to the best of my knowledge and belief.