



# ZAHID AMIN

## SUMMARY

With an educational background in Science leading up to a MA Masters in English, I have honed a solid foundation in technology and communication. With excellent organizational skills and a dynamic involvement in sports, coupled with advanced training in Microsoft Office and internet applications, I am poised to thrive in environments that challenge my problem-solving, analytical and communication abilities.

## CONTACT

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## SKILLS

DATA ENTRY, DATA ANALYSIS, MS EXCEL, MS WORD, MS ACCESS, MS POWERPOINT, MS OUTLOOK.

## TRAINING

### Computer Skills Certificate

Training from the Government of the People's Republic of Bangladesh Department of Youth Development from June-December 2021 in MS Office and Internet skills including browsing, blogging, e-communication.

### DATA ENTRY

Participated in a 3-month training program focused on data entry and analysis at Sheikh Kamal IT and Incubation Center.

## PASSIONS

### Sports and Driving

Active participation in various sports including Football, Cricket, Volley Ball, Basket Ball, Tennis, Table Tennis, Carrom, Chess. Additionally, skilled in bike riding and car driving.

## EDUCATION

JSC [MILITARY COLLEGIATE SCHOOL, KHULNA](#) JASHORE GPA **5.0/5.0**(GENERAL)  
SSC [MILITARY COLLEGIATE SCHOOL, KHULNA](#) JASHORE GPA **5.0/5.0**(SCIENCE)  
HSC [MILITARY COLLEGIATE SCHOOL, KHULNA](#) JASHORE GPA **5.0/5.0** (SCIENCE)  
BA [Govt. Brojomohun College, Barishal](#) National University CGPA **2.95/4.0**(English)  
MA [Govt. Brojomohun College, Barishal](#) National University CGPA **2.81/4.0**(English)

## STRENGTHS

### ⊕ Problem Solving

Ability to solve problems independently or with minimal guidance.

### ⊕ Analytical Skills

High level analytical skills in solving administrative problems.

### ⊕ Communication Skills

Speaking clearly and persuasively in English in positive or negative situations.

### ⊕ Writing Skills

Excellent writing skills in English.

### ⊕ Self-motivation and Multi-tasking

Self-motivated, independent worker with the ability to multi-task.

### ⊕ Interpersonal Skills

Ability to relate with a diverse group of people.

## LANGUAGE

BANGLA- Excellent in reading, writing and speaking.

ENGLISH- Excellent in reading, writing and speaking

## REFERENCES

Mahbuba Hossen,  
Ministry of Education  
DD Barishal.  
Cell No. 01718160621