

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



Education

- 2021-01 **Bachelor of Social Science: Humanities**
Govt. Rajendra University College - Faridpur
 - Year : Third year (Complete)
 - Session : 2020-2021
- 2019-01 **Higher Secondary Certificate: Business Studies**
Govt. Rajendra College - Faridpur
GPA: 2.58 (Out of 5.00)
- 2016-01 **Secondary School Certificate: Business Studies**
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.