



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.
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