

MD. ZAKIR HOSSEN

+8801710949088 (Whatsapp)

zakirbard88@gmail.com

www.linkedin.com/in/md- zakir-hossen-1658b2193/

Bard Campus, Kotbari, Cumilla, Bangladesh

**PROFESSIONAL SUMMARY**

Experienced UDA (Upper Division Assistant) focused on developing efficient processes using knowledge of file management and data entry, employee relations, accountancy and administrative support. Can work in a fast-paced and challenging administrative environment with high qualifications.

WORK EXPERIENCE

UDA (Upper Division Assistant)

Sep 2014 - Present

Bangladesh Academy for Rural Development (BARD), Kotbari, Cumilla, Bangladesh.

- Manage and update all personal files.
- Assist with document preparation, filing and data entry.
- Managed schedules, mails and collaborated with administrators for arrange meetings.
- Maintain office supplies inventory and ensure proper stocking.
- Provide exceptional customer service.
- Receive and register documents for data entry.
- Support team members with various tasks as needed.

EDUCATION

M.S.S from National University of Bangladesh

SKILLS

- Has the ability to understand both written and verbal communication concepts.
- Have effective communication skills to discuss projects at all levels with the ability to clearly articulate tasks, issues and challenges.
- Always have the ability to focus on meeting required deadlines and goals.
- May maintain a professional attitude at all times with colleagues and clients.

COMPUTER SKILLS

- Proficient in the use of MS Office.
- Web Developer with Excellent Skills in HTML5, CSS3, Bootstrap, Tailwind CSS, JavaScript, React.js and Responsive Design.

LANGUAGE SKILLS

- Bengali (Native), English and Hindi.