

# Sheakh Naimur Rahman Emon

297 Stamford Road, Dagenham, RM9 4ED, London  
☎ 079 3841 9889 | ✉ [emonrahmantravel@gmail.com](mailto:emonrahmantravel@gmail.com)

## Professional Summary

Self motivated and detail oriented professional with excellent administrative and organizational skills. Proficient in Microsoft Office Suite, with the ability to type 80 words per minute in English. Adept at managing office operations, maintaining records, and supporting team productivity. Strong communication, problem-solving, and multitasking abilities make me a reliable asset for any administrative team.

## Key Skills

- Typing speed of 80 words per minute in English
- Proficient in Microsoft Word, Excel, and Office Suite
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Data entry and file management expertise
- Customer service and front desk experience
- Team collaboration and independent work capability
- Problem solving and time management skills
- Familiarity with administrative procedures and office systems

## Education

### Higher Secondary Certificate (HSC)

Moulvibazar Govt College, Moulvibazar, Bangladesh

## Additional Information

- Full UK driving License
- Fluent in English
- Available to start immediately
- Young self motivated individual