Sheakh Naimur Rahman Emon

297 Stamford Road, Dagenham, RM9 4ED, London

📞 079 3841 9889 | 📧 emonrahmantravel@gmail.com

# Professional Summary

Highly 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

# Work Experience

## Administrative Assistant (Freelance & Volunteer Roles)

London – Ongoing

* Provided general office support, including document preparation, data entry, and email correspondence
* Maintained digital and paper filing systems for efficient record-keeping
* Assisted with scheduling, calendar management, and appointment coordination
* Supported team communication and workflow with timely updates and follow-ups
* Created spreadsheets and reports using Excel for project tracking

# Education

Higher Secondary Certificate (HSC)

Moulvibazar Govt College, Moulvibazar, Bangladesh

# Additional Information

* Right to work in the UK
* Fluent in English and Bengali
* Available to start immediately
* Committed to professional growth and learning