

RIYAD HOSSAIN



Contact

Address:

Vill: Dotola, Post: Madhaiya Bazar,
Upazila: Chandina, Dist: Cumilla,
Country: Bangladesh

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+880 18809-22645

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riyadhasanblue2323@gmail.com

Skill Highlights

- Graphic Design



- Data Entry



- Typing Speed 40+ (Bangla & English)



- Complex problem solver



- Present intellect



- Innovative



- Service-focused



- Skilled in internet application



Summary

I am a Professional Graphic Designer with more than 3 years of experience in local marketplace. I have completed my 1000+ local job in my local marketplace. I always work for 100% client satisfaction of my client. I have successfully complete Graphic Designing course from CoderTrust Bangladesh. I have got Best Graphic Designer award form CoderTrust Bangladesh in 2021 (StrongIT CTBGD 06 bach). I have also complete PentanikIT Graphic Design course from PentanikIT.

Education

Secondary School Certificate (SSC)

Institute : Madhaiya Bazar Chadim High School
Group : Humanities
Result : 3.83 (Out of 5)
Passing Year : 2019

Junior School Certificate (JSC)

Institute : Madhaiya Bazar Chadim High School
Group : General
Result : 4.15 (Out of 5)
Passing Year : 2016

Computer Literacy

- **MS Office** (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- **Google Drive** (Docs, Sheets, Slides, Forms)
- **Spreadsheets** (Excel, Google Sheets, Open Office Calc).
- **Email** (mail merge, filters, folders, rules)
- **Graphics** (Photoshop, Illustrator)
- **Computer Hardware Skills.** System administration, network configuration, software installation, security, Cisco, tech support, updates.
- **Advanced Computer Skills.** Open source, data structures, coding, security, machine learning, debugging.

Languages

❖ Bangla (native)



❖ English



Hobbies

- Writing
- Programming
- Photography
- Design
- Sporting

Experience

Data Entry - 03/2018 to I am currently working here

Friends Computer Center, Cumilla, Bangladesh

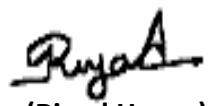
- Experience with MS Office and data programs. Familiarity with administrative duties. Experience using office equipment, like fax machine and scanner. Typing speed and accuracy. Excellent knowledge of correct spelling, grammar and punctuation.
- Proven data entry work experience, as a Data Entry Operator or Office Clerk
- Experience using office equipment, like fax machine and scanner
- Organization skills, with an ability to stay focused on assigned tasks
- Excellent knowledge of correct spelling, grammar and punctuation

Certifications

- ☞ Computer Operator : **Bangladesh Technical Education Board**
- ☞ English Typing Course : **Tech View Team, Singapore**
- ☞ J.S.C: **Education Board Bangladesh**
- ☞ S.S.C: **Education Board Bangladesh**

Personal Information

Name	:	Riyad Hossain
Father's Name	:	Md. Harunur Rashid
Mother's Name	:	Nilufa Begum
Present Address	:	Vill: Dotala, Post: Madhaiya Bazar, P.S: Chandina, Dist: Cumilla
Permanent Address	:	Vill: Dotala, Post: Madhaiya Bazar, P.S: Chandina, Dist: Cumilla
Date of Birth	:	01/01/2004
NID No.	:	4664948751
Height	:	5 Feet 7 Inc
Marital Status	:	Unmarried
Nationality	:	Bangladeshi
Place of Birth	:	Cumilla
Religion	:	Islam
Health Status	:	Healthy & Fit



(Riyad Hasan)