



Md Khaledur Rahman

*Studies at Economics,
University of Barishal*

OBJECTIVE

Seeking a challenging position as a Typing Specialist where my exceptional typing speed, accuracy, and proficiency in various keyboarding techniques can be utilized to enhance data entry efficiency and contribute to the overall success of the organization. Committed to maintaining high standards of precision while consistently meeting or exceeding productivity goals.

ADDRESS

98/4-A, North Mugda,
Dhaka-1214

CONTACT

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EDUCATION

B.S.S IN ECONOMICS

University of Barishal
2020 - Present

H.S.C IN HUMANITIES

Sobujbagh Govt. College, Dhaka
Passing Year: 2020 | GPA: 4.00

S.S.C IN SCIENCE

Heider Ali School and College, Dhaka
Passing Year: 2018 | GPA: 3.78

WORK EXPERIENCE

RFL Ltd. | Computer Operator (Remote)

2020 - 2022

Responsibilities: Typing Handwriting Documents, Data Entry and Account Management

Popular Life Insurance Co. Ltd. | Computer Operator

2022 - Present

Responsibilities: Data Entry and Account Management, Check Printing, Sending Important Emails to Different Branches

SKILLS

- **MS Word, MS Excel, MS Power Point**
Intermediate Level
- **Web Development (HTML, CSS and JavaScript)**
Frontend Web Development
- **Basic Python Programming Language**
Data analysis and solving basic calculations
- **Fastest Typing [40 wpm]**
Typing Handwriting Documents and Scanned PDFs
- **Artificial Intelligence: ChatGPT and Blackbox AI**
- **Leadership and Communication**
Collaborating with colleagues, parents, and community members