

CURRICULAM VITAE

Mailing Address:

MD RIHAD MAHAMUD RIFATH

C/O: Md. Shafiqul Islam

Vill: Mokra Dha Dha Gach, Post: Bholarchora

Upazila: Lalmonirhat, Dist: Lalmonirhat

Contact No:01796-898702

e-mail address: mdrihadmahamud829@gmail.com



Data Entry

About me

I am a detail-oriented with experience in accurately inputting, organizing and managing data. I ensure efficiency and precision in handling large volumes of information while maintaining data integrity- With strong typing skills and keen attention to detail, I strive to deliver high-quality results in every project.

EDUCATION BACKGROUND

Bachelor of Business Administration (B.B.A)

Institute	: Gazipur National University
Group	: Management
Result	: CGPA: 2.77 (Out of 4)
Passing Year	: 2022
Board	: National University

Higher Secondary Certificate (H.S.C)

Institute	: Kurigurm Collectorate School & College, Kurigurm
Group	: Humanities
Result	: GPA: 3.00 (Out of 5)
Passing Year	: 2018
Board	: Dinajpur

Secondary School Certificate (S.S.C)

Institute	: Kholahati High School, Lalmonirhat
Group	: Science
Result	: GPA: 4.50 (Out of 5)
Passing Year	: 2015
Board	: Dinajpur

Key Qualification

- Strong appetite for an honest life with dignity.
- Aspiration to strengthen a career showing superior performance.
- Hard working, dynamic, sincere and eager to learn.
- Ability to take responsibility.
- Proficient academic background and analytical ability.
- Efficient to travel every where restlessly.

Data Entry Clark I Piku Company 2022-2024

2022-2024

- Processed and digitized thousands of records into company databases,
- Maintained strict confidentiality of sensitive data.
- Assisted in data cleaning, formatting, and organization for reports.
- Improved data entry efficiency, reducing processing time by 20%

Language Proficiency

- English: Fluent in reading, speaking and writing.
- Bengal : Fluent in reading, speaking and writing.

PERSONAL INFORMATION

Name	: Md. Rihad Mahamud Rifath
Father's Name	: Md. Shafiqul Islam
Mother's name	: Mst. Shirina Begum
Present Address	: Vill- Mokra Dha Dha Gach, Post- Mokra Dha Dha Gach, Upazila: Lalmonirhat, Dist: Lalmonirhat
Permanent Address	: Vill- Mokra Dha Dha Gach, Post- Mokra Dha Dha Gach, Upazila: Patgram, Dist: Lalmonirhat
Date of birth	: 10 th September 1998
Nationality	: Bangladeshi by Birth
Religion	: Islam
Marital Status	: Unmarried
National ID No	: 7354603024
Height	: 5 Feet 6 Inch
Sex	: Male
Blood Group	: O ⁺ (positive)
Sex	: Male
Home District	: Lalmonirhat
Mobile No	: 01796-898702

Signature
(Md: Rihad Mahamud Rifath)

Date: -----