

# RESUME OF MD. SHORIF HOSSAN

+880 1797 325 863

Gopalpur, Tongi, Gazipur  
shorif.hosen78@gmail.com



## CAREER OBJECTIVE

Experienced post as a Data Entry Operator with **5+** years experience in the IT industry. I am looking for a position in a company where I can use my skills and knowledge to contribute to the development of high-quality data entry. My goal is to work in a collaborative environment that encourages creativity and innovation and provides opportunities for professional growth.

## EXPERIENCE

- **Data Entry Operator (Project: NBR) – 10/11/2022 to Almost Complete.**  
Company : Divine IT Limited  
Address : F.Haque Tower, Bir Uttam C.R Datta Road, Dhaka..
- **Computer Operator – 02/07/2019 to 05/11/2022.**  
Company : Mother Trade Automation & Servicing  
Address : Joydebpur, Gazipur.
- **Assistant – 23/03/17 to 05/04/2019.**  
Company : Digital Computer Training Center  
Address : Tongi, Gazipur.

## EDUCATION

- **Diploma in Engineering (4 Years) – Montage Polytechnic Institute**  
Department : Computer Science & Technology  
CGPA : 3.75 (Scroll of 4)  
Passing Year : 2017-2021 (BTEB)
- **Secondary School Certificate – Dhumketu High School & College**  
Group : Science  
GPA : 4.05 (Scroll of 5)  
Passing Year : 2017 (Dhaka)

## TRAINING

- **Office Program**  
Organization : Digital Computer Training Center.  
Training Program : MS Word, MS Excel, MS Power Point, etc.  
Training Date : 23/03/2017 to 30/09/2017.

**Typing Speed:** More than Bangla **30+** & English **45+**

## ▪ Responsive Web Design

Organization : Creative IT Institute  
Training Program : Responsive Web Design  
Training Date : 17/01/2022 to 07/06/2022.

## ▪ Industrial Attachment Training

Organization : Cadd Zone  
Training Program : Graphics Design  
Training Date : 18/12/2021 to 02/06/2022.

## ACHIEVE SKILLS

Responsive Web Design	<div></div>	90%
Office Program	<div></div>	90%
Figma UI Design	<div></div>	80%
Adobe Photoshop	<div></div>	80%
Adobe Illustrator	<div></div>	70%
Other Software	<div></div>	60%

**Special Skills :** Quick learner. Good skills & knowledge, Hard worker, Teamwork ability.

## ABOUT MYSELF

Father's Name : Md. Afjal Hossain  
Mother's Name : Mst. Selina Begum  
Date of Birth : 5th September, 2000  
NID No. : 9581981397  
Blood Group : B+ Positive  
Religion : Islam  
Marital Status : Single  
Nationality : Bangladeshi.  
Permanent Address : Vill: Shikari Kanda, Post: Charghagra,  
Thana: Kotubali, Dist: Mymensingh.

## REFERENCE CLIENTS

### Md. Al-Amin

Faculty  
+880 1616 639 307  
Creative IT Institute  
md.alamin.cit.bd@gmail.com

### Engr. Md. Jamal Hossain (EEE)

Managing Director  
+880 1758 028 670  
Mother Trade Automation & Servicing  
mothertrade09@gmail.com

## DECLARATION

I declare that all the information is true and I have worked for the above companies properly and I always want the companies I work for to benefit from me.

  
Signature