



NAHIDUL ISLAM

MIS EXECUTIVE

WORK EXPERIENCE

MIS EXECUTIVE

Labib Dyeing Mills Ltd.

2023 - PRESENT

Proficient in analyzing complex datasets to provide actionable insights that support strategic decision-making. Skilled in utilizing advanced Excel functions, SQL, and data visualization tools to enhance operational efficiency. Proven track record in developing and maintaining MIS reports, dashboards, and presentations for senior management

TELE SALES EXECUTIVE

bdCalling IT Ltd.

2022 - 2023

Driving sales growth through effective communication and relationship-building. Proven ability to generate leads, qualify prospects, and close sales over the phone. Expertise in conducting needs assessments and providing tailored solutions to meet client requirements. Strong track record of meeting and exceeding sales targets while maintaining high customer satisfaction levels. Excellent negotiation skills and a customer-centric approach to foster long-term client relationships.

Computer Operator

Goldenline Medical Center

2020 - 2021

Proficient in managing and maintaining health information systems, ensuring accurate data entry and integrity of patient records. Skilled in operating various software applications for scheduling, billing, and reporting, while adhering to strict confidentiality and compliance standards. Strong communication skills enable effective collaboration with healthcare professionals to support patient care and administrative processes.

CONTACT



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Abdullahpur, Dhaka

EXPERTISE

- Management Skills
- Creativity
- CRM software and Microsoft Office.
- Communication and Negotiation

LANGUAGE

- Bangla (Main)
- English (Fluent)
- Hindi (Basic)

EDUCATION

Bangabandhu Sheikh Mujibur Rahman Science and Technology University

B.Sc (Bachelor of Science) in CSE

2016-2017

Birshreshtha Noor Mohammad Public College, Dhaka

HSC in Science

2016

SKILLS SUMMARY

SQL and ERP

93 %

Communication

95%

Project Management

95 %