

# CURRICULUM VITAE APNAN AHMED



South Denayetpur, Raipur-3710, Lakshmipur



(+880) 1670-201266



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## ABOUT ME

Detail-oriented and efficient Computer Operator with proven expertise in data entry, document management, and the use of modern office software. Skilled in fast and accurate typing, information analysis, and troubleshooting. Demonstrates a strong ability to complete tasks within deadlines while ensuring accuracy. Adept at collaborating with teams and streamlining administrative operations to enhance organizational efficiency. Committed to leveraging skills to contribute to the achievement of company objectives and career growth.

## WORKING EXPERIENCE

### Account Manager

*MS AKTERUZZAMAN TRADERS | 2017-2022*

*Haidergonj, Raipur, Lakshmipur*

#### Responsibility

- ✓ Build and maintain strong relationships with clients, acting as their main point of contact to ensure satisfaction and address any concerns.
- ✓ Identify opportunities to upsell or cross-sell additional products or services to meet client needs and achieve revenue goals.
- ✓ Track account performance and generate reports to evaluate success, identify issues, and implement improvements.

### Teacher

*Al-Mushi School & Collage | 2016-2017*

*Topader Bari, Pir foyez ulla road, Raipur, Lakshmipur*

#### Responsibility

- ✓ Develop and implement lesson plans that meet curriculum standards and cater to the diverse needs of students.
- ✓ Deliver engaging and effective lessons in a clear and organized manner to facilitate student learning and understanding.
- ✓ Maintain a positive and disciplined classroom environment to ensure a productive learning atmosphere.

## EDUCATIONAL QUALIFICATION

### Higher Secondary Certificate (HSC)

*Raipur gov't degree collage | 2013*

*Result: 3.81*

*Subject: Business Study*

### Secondary School Certificate (SSC)

*Raipur L.M Pilot High School | 2011*

*Result: 3.06*

*Subject: Business Study*

## COMPUTER SKILL

- ✓ Proficient in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Publisher)
- ✓ Skilled in using Google Workspace (Google Docs, Sheets, Slides, Gmail, Drive)
- ✓ Experienced in data analysis and visualization tools such as Power BI.
- ✓ Experienced in Graphics design (Adobe Photoshop, illustrator, InDesign, artcam-2018)

## PERSONAL INFORMATION

|                   |   |
|-------------------|---|
| Father's name     | : Ledu Miah   |
| Mother's Name     | : Fatema Begum  |
| Date of Birth     | : 1st January 1995  |
| Nationality       | : Bangladeshi   |
| Religion          | : Islam   |
| Marital Status    | : Single  |
| Blood Group       | : O+(ve)  |
| Sex               | : Male  |
| Heights           | : 5.6"  |
| Mailing Address   | : Holding No. # 595, Vill: South Denayetpur,<br>Pirfoyez ulla road, Raipur, Lakshmipur. |
| Permanent Address | : Do  |
| National ID No.   | : 19955125806000009   |

I hereby declare to the best of my knowledge and belief that this CV is correct. Describes my qualifications, experiences and me. I realize that any willful misstatement described herein result in disqualification and dismissal if engaged.



Annan Ahmed