

MD TOWHIDUL ISLAM



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Address : AL AIN ,ABU DHABI, UAE

PERSONAL INFORMATION

Nationality : Bangladeshi
Passport No : A00231032
Date of Birth : 15/02/2000
Visa Status : Residency Visa
Gender : Male
Marital Status : Single
Language : English, Arabic, Hindi, Bangla

EDUCATION

- ✓ Bachelor of Arts
National University, Bangladesh
- ✓ Bachelor of Arts
Islamic Arabic University, Bangladesh

- Proficient in MS Office (Microsoft Word, Excel)
- Galileo ,Akbar Trv
- Excellent verbal and written communication
- Exceptional reading and listening comprehension abilities
- Outstanding typing skills
- Strong organization and time-management skills
- Detail-oriented
- Team Work
- Attention to detail
- Analytical skills

REFERENCE

Available Upon Request

CAREER OBJECTIVE

To obtain a responsible, challenging position and to be able to share, improve and make full use of my knowledge and skills for the growth, betterment and progress of an established organization dynamically.

WORK EXPERIENCE

Company : Desh Typing & travels Al Ain, ,UEA
Position : Computer Operator
Duration : Present

DUTIES AND RESPONSIBILITIES

- Transfer data from paper formats into digital files or database systems
- Manage and maintain digital and physical document filing systems
- Proofread completed work and correct spelling, grammatical, and punctuation errors
- Assist with various administrative tasks as needed
- Create spreadsheets and presentations, combining various data from existing files
- Scan and print files, as needed

Company : Dutch Bangla Agent Bank
Bangladesh Position: Computer Operator
Duration : 1 year

DUTIES AND RESPONSIBILITIES

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents.

Company : Freelancer At (Fiverr.com)
Position : E-Commerce Management
Duration : 2020 – Till Now

DUTIES AND RESPONSIBILITIES

- Managed Clients E-commerce Store.
- Upload Products in E-commerce Store
- Entry Store Data, Products Tittle, Description, Images ext.

DECLARATION

I hereby declare that all above furnished details are true and correct to the best of my knowledge and belief.