Curriculum Vitae



Zamshed Arafat

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Personal Profile

I am energetic and ambitious person who has developed a mature and responsible approach to any task that I undertake or situation I am presented with. As a Masters Degree holder in management and with experience in Sales and Data process in reputed company I am excellent in working with others to achieve a certain objective on time with excellence.

Achievements

* Received award.
* Been complimented by supervisor.
* Contributed to good customer service.
* Worked on special projects.

Education

**2015** Masters (M.B.S) Govt Bangla College.

**Grade achieved: Second Division**

**2010** Bachelor (B.B.S) Tejgao College.

**Grade achieved: Second Division**

**2006** Higher Secondary (H.S.C)Sonapur Degree College.

**Grade achieved: B**

**2004** Secondary (S.S.C) Brother Andre High School.

**Grade Achived : A-**

**Work Experience**

**Jan2020 – Sept 2022 Data Analyst Kazi It Center**

Main duties performed: Collect and process data for American clients, Communicatin .

**Jan 2018 – Dec 2019 Data Entry Operator Gabino Tech Solution**

Main duties performed: Perform Data Entry, Hand writing to softwar data entry.

**Personal Information**

Name : Zamshed Arafat.

Date of birth : 1st January,1988.

Gender : Male.

Marital Status : Unmarried.

Nationality : Bangladeshi.

Language Known : Bangla (Native),

 : English.

**Skills**

**Interpersonal:**

* Good Command over English. (IELTS-6)
* English Typing Speed 30+
* Can Communicate with people of English spoken country.
* Ability to work under pressure.
* Time Management**.**

**Computer Skill**

Good Typing in Both English and Bangla, Proficient with Microsoft word and excel, Email, Face book, Twitter, Skype, Cell phone technology,

**Hobbies and Interests**

* Travelling, Fishing.
* Sports (walking, exercise).
* Reading, Writing.
* Music listening.

**Sincerely**

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