

CURRICULUM VIATE



Name: Md. Abu Salam Chowdhury

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CAREER OBJECTIVES:

To be a successful professional in a dynamic managed organization where I can utilize my skills for my own development and of the organization with an objective to accept challenges towards achieving the organizational goals

Educational Qualifications:

- *Higher Secondary School Certificate
- * Secondary School Certificate

KEY STRENGTH

- *Ability to cope up with different situation.
- *Good communication skills and ability to interact well with subordinate work force.
- * Attention to detail.
- *Accurate data entry.
- *Can learn quickly the necessary details of work.
- * possess the necessary works to achieve results.

PERSONAL INFORMATION

Name : Md. Abu Salam Chowdhury

Father's name : Md. Al Mohid Chowdhury

Mother's name : Late. Saleha Begum Chowdhury

Present Address : Village- A 55 Housing Estate Kushtia

: Zillah- Kushtia

: District- Khulna

: Bangladesh

Date of Birth : 13 July 1972

Marital Status : Married

Sex : Male

Nationality : Bangladeshi

Religion : Islam

Others qualification:-

***Computers skills:**

: Social media, Graphic design, Email Communication.

: Operating Systems (windows and MaxOS)...

: Office suites (Microsoft office, G suite)...

: Communication and collaboration tools (stack, Skype, etc.)

***Language skills:**

Bengali : Excellent

English : Good

Extra Curricular Activities:

*** Lead generation**

*** Image Background remove**

*** Copy paste**

*** PDF File**

*** Watermark pdf**

My Experience

2013-2019

Really Great Company

SENIOR DATA ENTRY PROCESSOR

- Improve and Consolidate spreadsheets
- Check Source Documents Accuracy
- Sorted Customer Database
- Maintaining and Updating ongoing accounts

2019 - present

Really Great Agency

DATA ENTRY CLERK

- Ensure all data on files received from the

client our correct

- Review reports and create data visual
- Tracking and Reporting any workload that has not been completed
- Enter numerical data in database

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Md. Abu Salam Chowdhury

Date:

Signature