

Md Hasib

📍 Islamnagar Bazar, Jahangirnagar University, Savar, Dhaka

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Career Objective:

I aspire to work in the private sector of a local or multinational organisation in Bangladesh, where I can develop my career in a challenging environment.

Career Summary:

Dedicated and detail-oriented Data Entry Operator with proven experience in managing and entering high volumes of data quickly and accurately. Skilled in MS Office, database systems, and data verification. Strong organisational and time management abilities, ensuring timely completion of tasks. Committed to maintaining data integrity, confidentiality, and supporting efficient office operations.

Special Qualification:

Skilled in fast and accurate typing, MS Office, and data entry software. Strong attention to detail, data validation, and confidentiality. Able to manage large datasets, meet tight deadlines, and work independently with minimal supervision.

Employment History:

Total Year of Experience: 7.5 yrs

1. Data Analysis (1.7 yrs)

(21 Nov 2023 - Continuing)

Intelligent Image Management Limited

Area of Expertise:

Data Analysis Project (1.5 yrs)

Duties/Responsibilities:

My Responsibilities for this company: The client provides a picture that must be seen to make an entry.

2. Data Entry (0.3 yr)

(1 Jul 2023 - 31 Oct 2023)

Creative IT

Area of Expertise:

Data Entry Operator (English) (0.3 yr)

Duties/Responsibilities:

My Responsibilities for this company: Collecting information about all students.

3. Junior Trainer (0.8 yr)

(1 Sep 2022 - 20 Jun 2023)

Web-Coder IT

Area of Expertise:

Digital Marketing (0.8 yr)

Duties/Responsibilities:

My Responsibilities for this company include teaching new students to become skilled.

4. Data Entry (3.6 yrs)

(21 Jun 2019 - 10 Dec 2022)

averydennison

Area of Expertise:

Data Analysis (3.5 yrs)

Duties/Responsibilities:

My Responsibilities for this company: Full Department, All Data Collected, Client Email Reply, and Weaving Department Other Work.

5. Junior Trainer (1.3 yrs)

(2 Feb 2017 - 28 May 2018)

Tapus IT

Area of Expertise:

Trainer (1.3 yrs)

Duties/Responsibilities:

My Responsibilities for this company include teaching new students to become skilled.

Academic Qualification:

Institute	Group	Passed Exam	Board	Passed Year	GPA/CGPA
P A T C Uchha Madyamic Bidyaloja	Business Studies	H S C	Dhaka	2017	4.40

Madinatul Ulum Latifah Dakhil Madrasah	General	S S C	Dakhil	2015	4.56
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Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Data Driven Digital Marketing	Digital Marketing	Web-Coder IT	Bangladesh	Uttora, Dhaka	2022	6 Months
Professional Graphics Design	Graphics Design	Creative IT	Bangladesh	Dhanmondi, Dhaka- 1205	2022	6 Months
Office Application	Microsoft Excel, Microsoft Word	Tapos IT	Bangladesh	Savar, Dhaka	2015	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
Graphic Design	Creative IT	Dhanmondi, Dhaka- 1205	March 2, 2022	September 20, 2022
Digital Marketing	Web-Coder IT	Uttora, Dhaka	January 1, 2022	July 10, 2022
Office Application	Tapos IT	Savar, Dhaka	January 5, 2017	August 28, 2025

Skill:

Fields of Skill	Description
<ul style="list-style-type: none">• Data Entry Operator (English)• Social Media Marketing• Social Media Manager• facebook ads• Facebook marketing• Microsoft Exel• Microsoft Office Applications• Data Entry Operator/ Supervisor• Social Media Management	<p>Data Entry: Proficient in accurate and efficient data entry with strong attention to detail and organisation. Skilled in handling large volumes of data using tools like Microsoft Excel, Google Sheets, and CRM systems. Experienced in maintaining databases, performing data cleaning, and ensuring data integrity for smooth business operations.</p> <p>Digital Marketing: Experienced in planning and executing digital marketing campaigns across platforms such as Facebook, Instagram, Google Ads, and email marketing. Proficient in SEO (on-page & off-page), content marketing, social media strategy, and analytics tools like Google Analytics. Ability to drive online engagement, improve brand visibility, and generate qualified leads through targeted campaigns.</p> <p>Graphics Design: Creative and detail-oriented graphic designer skilled in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and Canva. Capable of designing logos, social media posts, banners, brochures, and brand assets that align with business objectives and visual identity. Adept at transforming ideas into visually compelling designs that enhance marketing efforts and user engagement.</p>

Knowledge of Software & Hardware:

- Operating Systems: Windows XP, Windows 10
- Basic Knowledge of: Graphic Design
- Expert in: Advanced Digital Marketing and Shopify
- Expert in: Microsoft Word, Excel, Email, Internet Browsing
- Expert in: CPA Marketing

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bengali	High	High	High

Personal Details :

Father's Name: Abul Kashem
Mother's Name: Hosneara Begum
Date of Birth: 2 Mar 1999
Gender: Male
Height (Inch): 5'6"
Weight (Kg): 65
Marital Status: Married
Nationality: Bangladeshi
Religion: Islam
Permanent Address: Moddo Khontakata, 9331, Sarankhola, Bagerhat
Current Location: Dhaka
Blood Group: B+

Reference (s):

Name: Nayma Akter
Organisation: Exsaco Limited
Designation: Junior Commercial Officer
Primary Mobile No: 01407854841
Primary Email: naymaazad1999@gmail.com
Relation: Academic

Declaration:

I do hereby declare that the particulars provided here are true and that there is no misinformation.

Sincerely

(Md Hasib)

Date: