

MD. MAHBUBUL ISLAM ATIK

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Career Objective:

To excel my career in a field where I can utilize my knowledge of education in efficient manner. My vision is to accelerate my knowledge where my interest is more in highly professional way. To obtain a position of Data Entry Operator at Instead where I may be able to employ my skills in developing specified Electrical Engineering and I can also dedicate my life to Data Entry Operating and enlighten my skills to this side of Professionalism.

Career Summary:

I have got my Diploma in Electrical Engineering from Uttar Bango Polytechnic Institute, Naogaon. Later, I have completed my internship from The Future Tech Bangladesh Ltd., Dhaka Main Office. Experienced as a Data Entry Operator in Sky IT and Universal IT for 2.9 years , Dhaka , Bangladesh.

Special Qualification:

Have excellent technical knowledge of mechanical and electrical systems. Have excellent problem-solving skills. Prioritising tasks. Work alone as part of a team. Having a speed of 12000+ keystrokes/hour on computer.

Services that I can provide as a Data Entry Operator : Online Data Entry, Offline Data Entry, Copy/Paste Work, MS Excel or Word and creating Power point presentations, Spreadsheets, Any Type of Data Entry Projects, Business Cards details in excel, Web Data Scraping, PDF conversion, PDF to Excel and Word, Scanned Pages to excel/Word, Web research, Data compiling from Business Directories, E-commerce Data Entry (Uploading Products), Manually Typing Work to Excel or Word Document, Creative writing and research works.

Employment History:

Total Year of Experience : 2.9 Year(s)

1. Computer operator (October 14 , 2016 – February 05 , 2018)

Sky IT

Company location : Mirpur-1 , Dhaka , Bangladesh

Department : Online Data Entry , MS Excel and Word

2. Computer Operator(March 7 , 2015 – October 02 ,2016)

Universal IT

Company Location : Nikunja-2 , Khilkhet ,Dhaka, Bangladesh

Department: Offline Data Entry

Duties/Responsibility

3. Service Engineer (November 1, 2014 - February 3, 2015)

Future Tech Bangladesh Ltd.

Company Location : Mirpur-10

Department: Technical

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Engineering	Electrical Engineering	Uttar Bango Polytechnic Institute, Naogaon.	CGPA:3.05 out of 4	2014	4 years
SSC	Vocational	Shahzadpur Pilot Model High School.	CGPA:3.5 out of 5	2010	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Instillation and Servicing	Online UPS, UPS, AVR, IPS, Inverter, Lead-Acid Battery	Future Tech Bangladesh Ltd	Bangladesh	Mirpur-10	2014	3 Month

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : MD:ZAHURUL ISLAM LABU
Mother's Name : FATEMA KHATUN
Date of Birth : February 10, 1994
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19948816787000001
Religion : ISLAM
Permanent Address : Village- Roton Kandi, P.O- Roton kandi, P.S-Shahzadpur, District-Sirajgonj
Current Location : Sirajganj