

Md Zia Uddin

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☎ 01835279194

📍 Chittagong, Bangladeshi

Skills

- Microsoft Office
- Access
- Excel
- Word
- PowerPoint
- Communication Skills
- Internet Browsing
- E-mail
- Interpersonal Skills
- Financial Reporting
- Analytical Ability
- Problem-solving Skills
- Management Experience
- Data Analysis

Language

Bangla

Reading Level: Fluent

Writing Level: Fluent

Speaking Level: Fluent

English

Reading Level: Fluent

Writing Level: Fluent

Speaking Level: Good

Career Snapshot

Looking for hard and Challenging Job where I will have the scope to utilize my potentiality, Adaptability and skill to do something innovate and from where I will be able to enhance my knowledge.

Work Experience

- Water transport cell | May 2020 - Jul 2024
Experienced in data entry, document preparation, and file management.
Skilled in MS Office, email handling, and office computer support. Maintained accuracy, confidentiality, and timely task completion.
- Computer Operator**
Water transport cell (WTC) | May 2020 - Jul 2024
Experienced in data entry, document preparation, and file management.
Skilled in MS Office, email handling, and office computer support. Maintained accuracy, confidentiality, and timely task completion.
- Accountant**
SKYLINK International Travel Agency | Feb 2020 - Nov 2021
Recorded daily financial transactions accurately
Prepared vouchers, bills, and invoices
Maintained cash book and ledger accounts
Assisted in preparing profit & loss accounts and balance sheets
Handled basic bookkeeping and accounting records
Supported tax and audit-related work
Ensured accuracy and confidentiality of financial data.
- Accountant**
Trust Islami Life Insurance | Dec 2017 - Dec 2019
Explained insurance policies and coverage details to clients
Assisted customers in policy selection and documentation
Processed insurance applications and renewals
Collected premiums and maintained policy records
Handled claim documentation and follow-up
Coordinated with insurance companies for approvals
Maintained client database and ensured record accuracy
Provided customer support regarding policy status and claims

Education

- | | |
|------|---|
| 2021 | <ul style="list-style-type: none">Master of Business Administration
Port City International University
GPA / CGPA: 3.42 / 4 |
| 2019 | <ul style="list-style-type: none">Bachelor of Business Administration (BBA)
BGC Trust University Bangladesh
GPA / CGPA: 2.79 / 4 |
| 2014 | <ul style="list-style-type: none">Nanupur Laila Kabir Degree College
GPA / CGPA: 2.5 / 5 |
| 2011 | <ul style="list-style-type: none">Dharmapur Multilateral High School |

Training & Certification

- **Computer**
Youth Development | Jan 2019 - Dec 2019
- **English language**
Poetic English zone | Mar 2019 - Oct 2019

Recommendations

- **Shamsun Nahar Begum**
Khulshi Thana
Sub Inspector (SI)
Phone: +8801878907377
- **Dr. Shekh Shabuddin Ahmed**
CCD (Diabetology) Bridem Felo World Health Institution,
Bangkok, Thailand
MBBS, BCS (Health)
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