

MOFIZUL ISLAM HRIDOY

63/4 Dharpara, Sataish, Tongi, Gazipur

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Experience Summary:

- **Office Assistant (October 2023 – Present)**
- **Company:** Trims Mart
- **Department:** Admin

Responsibilities:

1. Handle filing, photocopying, scanning, and maintaining office records.
2. Distribute letters, memos, and other documents within the office.
3. Ensure cleanliness, organize supplies, and assist in basic upkeep.
4. Support staff with errands, data entry, and routine tasks.

Educational Profile:

Degree	GPA/CGPA	Board/ University	Name of Institution	Specialization	Year
B.S.S	2.73	National University	Khilgaon Model College	Political Science	2023 (Result published in 2025)
H.S.C	3.75	Dhaka Board	Rajarbag Police Line School & College	Business Studies	2019
S.S.C	3.77	Dhaka Board	Post Office High School	Business Studies	2017

Training:

Course Name	: Modern Office Management & Computer Application Course
Awarding Body	: Department of Youth Development
Duration	: 6 Months
Year	: 2021
Result	: A Grade

Computer Proficiency

- **Microsoft Office Suite** – Word, Excel, Outlook, PowerPoint, OneNote, Access
- **Adobe Creative Tools** – Illustrator, Photoshop, InDesign
- **Web & Digital Tools** – Email, Web Browsing, Digital Marketing Platforms

Skills

- Strong Communication
- Time Management
- Tech Adaptability
- Creative Problem-Solving

Personal Profile

Father's Name	: Md. Abed Ali	Village	: Ghughurakandi
Mother's Name	: Mariam Begum	P.O.	: Ghughurakandi
Sex	: Male	P.S.	: Sherpur Sadar
Nationality	: Bangladeshi	Dist.	: Sherpur
Language Known	: Bengali, English		
Date of birth	: 20 th January, 1999		

Declaration:

I hereby declare that all the above information is true and authentic to the best of my knowledge.


MOFIZUL ISLAM HRIDOY