

MD. RAHMAT ALI

Data Entry Operator | Sales Associate | Administrative Assistant

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SUMMARY

I am a detail-oriented Data Entry Operator with experience in garments and retail sectors. Proficient in Microsoft Office and Google Workspace, I am passionate about accuracy and efficiency. I contribute to team success with high accuracy and improved data verification.

EXPERIENCE

Data Entry Operator

Concord Garments Limited

07/2025 - Present Mirpur-7, Dhaka

A company in the garments sector

- Performed fast and accurate data entry of production and inventory records
- Maintained databases ensuring high data accuracy and integrity
- Handled email communication and document management efficiently

Data Entry Operator

Epyllion Group

04/2022 - 03/2023 Mirpur-7, Dhaka

A prominent company in the garments sector

- Entered and verified data with high accuracy into company systems
- Reviewed records for completeness and corrected discrepancies
- Coordinated with internal departments via email and written reports

Senior Sales Assistant

Prince Bazar

06/2019 - 05/2021 Mirpur-12, Dhaka

A retail establishment

- Assisted customers and managed efficient sales transactions daily
- Maintained product inventory and organized store displays

EDUCATION

Master of Business Administration (MBA), Management

Savar Govt. College | National University

04/2026 - Expected Completion: 2027

Bachelor of Business Studies (B.B.S)

Pallabi Govt. College | National University

01/2017 - 12/2020 Pallabi, Dhaka CGPA – 2.80/4.00

H.S.C - Business Studies

Mirpur Bangla School & College | Dhaka Board

01/2015 - 12/2017 Mirpur, Dhaka GPA – 4.08/5.00

S.S.C - Business Studies

Rashid Adarsha High School | Dhaka Board

01/2013 - 12/2015 Pallabi, Dhaka GPA – 3.33/5.00

STRENGTHS

- Positive Attitude & Communication**
Positive attitude with quick learning and strong communication
- Creative Thinker & Problem Solver**
Creative approach with effective problem-solving mindset
- Organized & Adaptable**
Highly organized, adaptable, and self-motivated team player

KEY ACHIEVEMENTS

- High Accuracy Data Entry**
Achieved 99% accuracy across 500+ records monthly
- Improved Data Verification**
Reduced discrepancies by 30% through better verification
- Efficient Communication**
Cut response time by 20% through effective management
- Sales Growth**
Increased sales by 15% through customer relationship building

SKILLS

- Microsoft Word, Excel & PowerPoint
- Google Docs, Sheets & Workspace
- Fast & Accurate Data Entry
- Email Handling & Communication
- Reporting & Documentation
- Sales Support
- Customer Handling

INTERESTS

- ✓ **Interests**
Apparel Merchandising | Data Analysis | Human Resources |
Sales & Marketing | Business Management | E-Commerce |
Retail Operations | Office Administration | Market Research

PERSONAL INFORMATION

Father	: Md. Musa
Mother	: Mrs. Rabeya Begum
Date of Birth	: 29 th October 1999
Nationality	: Bangladeshi
Religion	: Islam
Marital Status	: Unmarried

LANGUAGES

Bengali

Native



English

Proficient

