

Ikram Hossain

Charmandalia, Monohardi, Narsingdi | 01718517614 | ikramhossain517614@gmail.com | [LinkedIn](#)

Organized and detail-oriented Sales, Admin / Computer Operator with training in office applications and practical experience from technical training programs. Proficient in office documentation, record management, basic office IT tools, and coordination with technical teams. Versatile profile to support administrative, sales-support, and operations teams in corporate environments.



CORE COMPETENCIES

- Office Administration
- Document Preparation
- MS Word, & MS Excel
- Filing Systems & Document Control
- Customer Communication
- Basic Sales Support
- Scheduling & Meeting Coordination
- Basic Procurement Support
- Basic Troubleshooting
- Time Management & Prioritization
- Compliance with Safety
- Confidentiality Protocols

EDUCATION

- **BSc in Geography & Environment** — Poradia Wasim Uddin Khan Degree College | CGPA: 2.80 | 2023
- **HSC in Humanities** — Katiadi College | GPA: 2.33 | Year of Completion: 2016
- **SSC in Science** — Khidirpur High School | GPA: 4.00 | Year of Completion: 2014

TRAINING & CERTIFICATIONS

- **Electrical Installation & Maintenance – Level 2 | Electrical Licence: E20210004027 (Category: C)**
Narsingdi Technical Training Center (NTTC) | 360 Hours
- **Computer Office Application** — Bright Computer Training Institute, Kishoreganj | Jul–Dec 2016
- **Professional Motor Driving Licence** — Licence Number: DK10670617CL0001

TECHNICAL SKILLS

- **MS Office:** Word, Excel (basic formulas & tables), PowerPoint
- Basic Electrical Tools Familiarity (multimeter, megger)
- Database/Data Entry (manual input, maintaining logs)

PERSONAL INFORMATION

- **Father's Name:** Ismail Hossain
- **Mother's Name:** Sulekha Akter
- **Date of Birth:** 01 August 1998
- **Nationality:** Bangladeshi
- **Religion:** Islam
- **Blood Group:** A+
- **National ID (NID):** 9577497192
- **Passport Number:** A18203814
- **Permanent Address:** Vill: Charmandalia, PO: Charmandalia–1650, PS: Monohardi, Dist: Narsingdi
- **Language Proficiency:** Bangla – Native | English – Basic Communication