

ZUTEL MIA

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zutelsheikh@gmail.com.

Rouha, Madhyanagar, Sunamganj .



CAREER OBJECTIVE

To secure a position in a dynamic organization that promotes discipline and professional growth. Dedicated to building strong managerial abilities, strategic thinking, effective communication, and problem-solving skills while contributing to organizational goals.

EXPERIENCE

January 2025 – May 2025

Data Entry Operator

Sayem Diagnostic Complex & Hospital, Mymensingh.
Mymensingh.

Entered and updated patient data.
Maintained digital records accurately.
Assisted billing and report processing.
Ensured data confidentiality.

January 2022 – July 2022

Manager

Adhunik Diagnostic Center, Netrakona
Netrakona.

Managed daily diagnostic operations
Supervised staff and scheduling
Oversaw billing, reporting, and patient service
Ensured smooth workflow and compliance

December 2018 – June 2019

Quality Controller

Reedisha Group.
Noyonpur, Gazipur.

Checked product quality.
Identified defects on production line.
Recorded QC reports.
Coordinated with production team.
Ensured compliance with standards.

EDUCATION

2021

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Mohonganj Government College.

Department Of Management.

CGPA : 2.92 (out of 4)

2016

HIGHER SECONDARY CERTIFICATE (HSC)

Chandranath Degree College, Netrakona .

Business Studies

GPA : 3.58 (out of 5)

2014

SECONDARY SCHOOL CERTIFICATE (SSC)

Bisharpasha h.c High School

Business Studies

GPA : 3.88 (out of 5)

LANGUAGE PROFICIENCY

Having good Internal, External, Virtual & Personal communication skill.

Bengali: As a native language.

English: Proficient in reading, writing, listening and speaking.

PERSONAL SKILLS & PROFICIENCY

Leadership & motivation.

Decision making power.

Problem solving ability.

Critical Situation Handling.

Reporting & Documentation.

Teamwork & positive attitude.

Innovation & Analytical power.

Interpersonal & Extension skills.

Self-learner, Confident & Honest.

HOBBIES

Reading Books

Playing Badminton

Travelling

Photography

Gardening.

REFERENCES

Mahmuda Akter

Head Master

Gilacowka Govt. Primary School,
Kalmakanda, Netrakona.

Phone: +8801712-992654

Zianur Rahman

Work Assistant

LGED, Dharampasha, Sunamganj
Phone: +8801733-769986

TRAINING INFORMATION

Computer Office Application - 06 Months

Bangladesh Technical Education Board (BTEB)

Covered MS Word, Excel, PowerPoint, and Access.

Learned computer fundamentals, typing, and internet browsing.

Developed practical skills in document preparation and data management.

COMPUTER SKILL

Expert in Microsoft Office Suite for efficient documentation, data analysis, and communication.

Skilled in advanced Excel functions, professional PowerPoint design, and precise Word formatting.

Proficient in email management, scheduling, and task organization using Outlook.

SOFTWARE SKILL

Microsoft Word: Text formatting, table creation, and document layout design.

Microsoft Excel: Data entry, basic formulas (SUM, AVERAGE), and simple chart creation.

Microsoft PowerPoint: Slide design, inserting visuals/text, and applying basic transitions.

Google Docs & Sheets: Real-time editing, formatting, and data sharing collaboration.

PERSONAL DETAILS

Father's Name : Unus Ali.

Mother's Name : Rahela Khatun.

Date of Birth : 22-08-1998.

Marital Status : Married.

Nid No : 1027417623

Present Address: Rouha Madhyanagar, Sunamganj .

Permanent Address: Rouha Madhyanagar, Sunamganj .

VOLUNTEER WORKING EXPERIENCE

Scout Training Program (School Level)

Bangladesh Scouts

Completed 5-day Scout training program

Gained skills in leadership, teamwork, discipline, and community service

DECLARATION

I hereby certify that the statements made above are true complete and correct to the best of my knowledge.

Applicant Signature