

CURRICULUM VITAE

Md. Shahin Alam



Present Address: Chanpara, Uttar Khan, Uttara Dhaka-1230

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CAREER OBJECTIVE:

Highly motivated and detail-oriented professional seeking to join Shakti Foundation as a Junior Accountant. Proficient in MS Excel and Word, with a strong foundation in managing financial data, data entry, and basic bookkeeping. Eager to utilize my technical skills to maintain accurate financial records and support the finance team in achieving the organization's social development goals.

Hard SKILLS:

MS. Word, MS. Excel, Google Sheet, Data Entry, Bangla Typing, English Typing, Internet Browsing, Email Communication.

Soft SKILLS:

Team Work, Time Management, Responsibility, Communication Skills, Quick Learning.

Work Experience

Operation Executive | Computer Operator

Omex Courier and Logistics Ltd. (Uttar Khan, Dhaka)

Duration: Jan 2017-December 2020

- Booking parcels by entering the customer's name and address.
- Maintained and update delivery status using software.
- Maintained accurate billing records and reports using Word and Excel.
- Handled customer's over the phone professionally.
- Reported daily work progress and results to management.

Admin Assistant | Computer Operator

Palmal Group of Industries (Uttar Khan, Dhaka)

Duration: 2021-2022

- Collected daily production data and entry in Excel.
- Handle email and phone professionally for smooth operation.
- Maintained accurate documentation and record-keeping systems.
- Maintained printing and embroidery accounts both on computer and in manual record books.
- Visit other branch as per top management.

Internet Researcher | Lead Generation Specialist (Remote)

Celeritas Digital (New York, NY)

Duration: 2023- 2025

- Collected and updated client information through online research.
- Maintained accurate data records in Microsoft Excel and Google Sheets.
- Managed data entry, copy-paste, and web research tasks efficiently.
- Handled email communication and online data collection tasks.
- Communicated with buyers through email and WhatsApp regarding work updates.

Cash Manager | Computer Operator

Minisodora Computer Solution (Uttar Khan, Dhaka)

Duration: January 2025- April 2026

- Handled cash transactions and maintained daily cash records professionally.
- Handled Nagad, Rocket, and Bkash transactions accurately.
- Compose Bangla and English typing properly.
- Create documents using word and Excel as per customer requirements.
- Managed sales activities and handled customers professionally.

EDUCATION:

Bachelor of Business Administration (BBA)

Name of Institution : Kanchkura University College, Dhaka.

Subject : Management

Board : National University

Result : 2.77 Out of 4.00

Passing Year : 2023

Higher Secondary Certificate (H. S. C)

Name of Institution : Kanchkura University College, Dhaka.

Group : Business Studies

Board : Dhaka

Result : 3.83 Out of 5.00

Passing Year : 2016

Secondary School Certificate (S. S. C)

Name of Institution : Uttar Khan Collegiate School.

Group : Business Studies

Board : Dhaka

Result : 4.06 Out of 5.00

Passing Year : 2014

Language Skills:

<u>Language</u>	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>
Bengali (1st Language):	Excellent	Excellent	Excellent
English (2nd Language):	Excellent	Excellent	Medium

PERSONAL BACKGROUND:

Name : Md. Shahin Alam
Date of Birth : 23rd April, 1998.
Marital Status : Married
Religion : Islam
Permanent Address: Matiakura, Sreebordi, Sherpur-2130.

Declaration:

I confirm that this CV is true and correct based on my knowledge. Any false information may lead to disqualification or job loss.

Shahin Alam.