

MD. RAHMAT ALI

Business Support Professional | Office Administration | Sales & Retail Operations

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Address: Pallabi, Dhaka-1216

PROFESSIONAL SUMMARY

Detail-oriented Business Support Professional with experience in data entry, retail sales, and administrative support. Proficient in Microsoft Office, Google Workspace, data management, record keeping, and customer service. Proven ability to maintain data accuracy, manage records, and support daily operations. Seeking opportunities in administration, operations, customer service, or business support roles where I can contribute to organizational efficiency and continuous growth.

WORK EXPERIENCE

Data Entry Operator | Concorde Garments Ltd

July 2025 – Present Mirpur-7, Dhaka

- 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

April 2022 – March 2023 Mirpur-7, Dhaka

- 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 Ltd

June 2019 – May 2021 Mirpur-12, Dhaka

- Assisted customers and managed efficient sales transactions daily
- Maintained product inventory and organized store displays
- Increased sales by 15% through proactive customer relationship building

EDUCATION

Master of Business Administration (MBA) — Management

Savar Govt. College | National University April 2026 – Expected 2027 Preli. CGPA: 3.14/4.00

Bachelor of Business Studies (B.B.S)

Pallabi Govt. College | National University Jan 2017 – Dec 2020 Pallabi, Dhaka CGPA: 2.80/4.00

H.S.C — Business Studies

Mirpur Bangla School & College | Dhaka Board Jan 2015 – Dec 2017 Mirpur, Dhaka GPA: 4.08/5.00

S.S.C — Business Studies

Rashid Adarsha High School | Dhaka Board Jan 2013 – Dec 2015 Pallabi, Dhaka GPA: 3.33/5.00

KEY ACHIEVEMENTS

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

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Internet Browsing & Research
- AI Tools (ChatGPT, Gemini, Claude AI) – Basic Level
- Data Entry and Record Management
- Email Handling & Communication
- Typing and File Management
- Reporting & Documentation
- Customer Service & Sales Support
- Administrative Support

KEY 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
- **Leadership & Decision Making**
Confident decision-maker who leads with initiative and accountability

PROFESSIONAL INTERESTS

Sales & Marketing | Apparel Merchandising | Human Resources | Data Analysis | Business Management | E-Commerce
| Retail Operations | Office Administration | Team Leadership | Market Research | Territory Management

PERSONAL INFORMATION

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

LANGUAGES

Bengali: Native / Fluent **English:** Proficient