



AL MAMUN

- BBA (Hon's) in Accounting
- Char Kawna, Pakundia, Kishoreganj
- +8801999222242
- Email: almamunbdqr@gmail.com

Summary

Motivated and detail-oriented professional with over 7 years of experience in data entry, document control, and camp management. Skilled in record keeping, administrative support, and team coordination. Strong communication skills and proficiency in Microsoft Office. Seeking a challenging position to contribute my expertise and grow within a dynamic organization.

Key Achievements

- **Enhanced Data Accuracy & Efficiency**
Improved data entry and document control processes by 30%, ensuring timely and error-free project documentation at “**Medha Contracting Cleaning and Services**” Qatar, 2023.
- **Recognized for Excellent Customer Service**
Earned formal appreciation for delivering outstanding service at “**Nurjahan Pharmacy**” (Bangladesh, 2020), resulting in a 15% rise in customer retention.

Skills

- Data Entry and document controller
- Sales Representative
- Windows O/S 11, MS Office 2016, 2021
- Internet Browsing, Basic Adobe Photoshop
- PC Assembling, Software & Network

Ability

- Commendable Communication and Presentation skill
- Strong motivation and Commitment for work
- Ability to Work Independently as a team member

Education

Bachelor of business Administration (BBA)

Institute : Pakundia Government College
Major Subject : Accounting
Passing Year : 2019
Result : CGPA 2.69 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Institute : Char Adarsha college
Subject & Year : Business Studies (2015)
Result : CGPA 2.92 (Out of 4.00)

Secondary School Certificate (S.S.C)

Institute : Chartaki High School
Subject & Year : Business Studies (2013)
Result : CGPA 2.94 (Out of 4.00)

EXPERIENCE

- **Medha Contracting cleaning and service**
Doha, Qatar
Document Controller
Jan 2025 - Sep 2025
- **Gra Rasmi Trading and Contracting W.L.L**
Doha, Qatar
Data Entry Operator
Oct 2023 - Nov 2024
- **Pran RFL Company**
Sales representative
Jun 2021 - July 2023
Nandail, Mymensingh
- **Nurjahan Pharmacy**
Salesman
Jan 2018 - Aug 2020
Pakundia, Kishoreganj
- **Computer Operator**
Habib It Vision bd
Feb 2016 - Nov 2017
Kishoreganj

Personal Information

Name	: Al Mamun
Father's Name	: Taz Uddin
Mother's Name	: Mazada Khatun
Date of Birth	: April 03 rd , 1998
Gender	: Male
Blood Type	: O (+ve)
Height	: 5 Feet 4 Inc
Marital Status	: Unmarried
Religion	: Islam
Nationality ID No	: 780 462 7482
Permanent Address	: Village- Charkawna, Barogor Post- Charkawna (2320), Upazila- Pakundia, District- Kishoreganj