





# Md. Nurjaman Ahmed


## DATA ENTRY SPECIALIST

I am a data entry specialist at fiverr outsourcing company in Bangladesh. I am good at digital marketing and SEO professional. I am an expert in all social media marketing. till I will complete of the social media marketing project with success.

## CONTACT

 nurzzamanbps@gmail.com

 8801725335698

 Satbaria, Bheramara, Kushtia, Bangladesh

## EDUCATION

2009 - 2014

### National University

Bachelor in Business social science

2004 - 2008

### Dharampur High School

## SKILLS | EXTRAS

- Project Management Tools
- Advanced Administration Software
- Sales Account Management
- Social Media Management

## WORK EXPERIENCE

### Data Entry specialist

Fiverr outsourcing Company, 2019 - Now

I am a data entry specialist at fiverr outsourcing company in Bangladesh.

### Administrative Assistant

Distribution Company, 2016 - 2018

Comprehensive administrative assistance to Bangladesh poor development Board

### Assistant Manager

Distribution Company, 2012 - 2017

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance. Switchboard management. Attendance at the front desk.

### Administrative Assistant

Distribution Company, 2016 - 2017

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.