



# 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



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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.