



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

Fivree 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 poer 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.