

Resume Of

Mahabubul Alom Akash

Present Address

House No- Airport, Dakshinkhan RD, Dhaka-1230, Bangladesh.

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Career Objective

Dedicated and detail-oriented Data Entry Operator seeking to contribute accurate and efficient data management skills to a dynamic organization. Committed to maintaining data integrity, meeting deadlines, and supporting business operations with high-quality work.

Work Experience:

1. I had been performing my job as an Assistant Manager in Reid and Tailors in Dhaka.

Duration: 2020 to 2021.

2. I had been performing my remote job as a Email Marketing Specialist, Piama Media Labs in Banaglore, India.

Duration: 2024 to 2025.

3. I had been performing my job as a Data Entry and Lead Generation of Brain DotExe in Mirpur 10, Dhaka.

Duration: 2023 to 2024.

4. I have been doing data entry, lead generation, and email marketing at Upwork, and Fiverr marketplace since 2021

Duration: 2021 to be continuing

Academic Attachments:

Degree	Major/Group	Institute	Results	Pa. Year
Higher Secondary Certificate (H.S.C)	Humanities	Professor Boyen Uddin College, Pabna	GPA 2.75 Out of 5:00	2020
Secondary School Certificate (S.S.C)	Humanities	Saint Rita's High School, Mothurapur	GPA 3.09 Out of 5:00	2017

My Strength:

- Mature personality with good interpersonal skill and quick adaptability.
- Very independent, conscientious, conscious and responsible in
- Self-motivated, hardworking and having a course to solve problems.
- Be sensitive and interested in new things.
- Be optimistic and able to work under pressure.
- Sincere, dedicated and capable to shoulder higher responsibilities.

Extra Curriculum Activities:

- Lead Generation, E-commerce, Data Entry at Upwork and Fiverr Marketplace.
- Email Marketing, Email Campaigning, Facebook ads in Fiverr.
- Member of Chatmohar Blood Donor Club.

Computer Skills

- MS Office (Excel, MS Word, Power point)
- E-mailing and Internet operation.
- Adobe Photoshop.

Language Proficiency

- English: Reading, writing and speaking fluently.
- Bangla : Native.

Personal Information

Date of Birth : 05 November 2001.
Fathers Name : MD: Tozibar Rohman
Mothers name : Aklima Khatun
Nationality : Bangladeshi
Religion : Islam
Marital Status : Single
NID No 2412495133
Permanent Add : Village: Bangala, P.O: Mothrapur, P.S: Chatmohar, Dist.: Pabna.

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Declaration of Authenticity:

To my best acknowledgement all the above information are authentic and up to date.

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Signature

Date