



# CURRICULAM VITAE

## Of

### MD RAJIB HOSSAIN

05<sup>th</sup> February, 2001

#### PRESENT ADDRESS

Riyadh - 8 Al Yarmuk

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#### ABOUT ME

Highly motivated and detail-oriented individual seeking a position as a **Data Entry Operator**, where I can utilize my typing accuracy, computer skills, and ability to manage large volumes of information with precision and confidentiality.



#### EDUCATION

- Bachelor of Arts (B.A)
- Higher Secondary Certificate (H.S.C)
- Secondary School Certificate (S.S.C)



#### Working Experience

- I worked (MBM Group) (**Data Entry Operator**) 2023 e march to 2024 July
- I worked Gazi group of company (Sales representatives) 2022 e February to 2023 January
- I worked Grocery guy (**Supper shope**) Ware house manager) 2021 January to 2021 November
- I am working till now **Azhar albasem** (Cashier) saudi Arabia

#### COMPUTER & OTHER SKILL

- Expertise in MS-Word, MS-Excel & PowerPoint.
- Excellent knowledge in Mail Correspondence.
- Able to work under any circumstances.
- Excellent communication skill.
- Digital Marketing skill.



#### STRENGTH

- Possess a good leadership capability.
- Excellent organizing power.
- Ability to deal with people diplomatically.
- Good presentation skill.
- Ability to encourage people swiftly.
- Honesty.
- Warehouse Management System.
- Inventory Reconciliation.



#### Professional Trainings

- Attended a comprehensive **Digital Marketing training program** at *The IT Aid*, covering practical modules on **SEO, Social Media Campaigns, Digital Ads, and Content Strategy**.
- Earned a professional certification in **Digital Marketing** from *Google Digital Garage* in **May 2023**, emphasizing core areas such as online visibility, customer targeting, and data analytics.
- Successfully finished an advanced **Spoken English course** from *Hexa's Zindabazar* in **March 2023**, enhancing verbal communication and presentation skills.
- Achieved a certificate in **Computer Office Applications** from *Green Life Technical Institute*, which includes hands-on training in **Microsoft Word, Excel, PowerPoint**, and general office productivity tools.



**I have a car Driving License I can Drive a car with skill**



**Language:** Fluent in English & Arabic and Bangla

#### CERTIFICATION



I, the undersigned, certify that to the best of my knowledge and belief these data and attachments have correctly described my qualifications.

[Md Rajib Hossain]

