



# MD NEZAM UDDIN

## Job Profile

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### PROFILE SUMMARY:

I am a sincere and hardworking with strong proficiency in Microsoft Office applications.

I have the ability to create, edit, and format various types of documents accurately and professionally.

I always pay close attention to detail and make sure that every task is completed on time and according to Official standards.

I enjoy working in a structured environment where I can use my computer skills to support smooth office operations. I am confident in handling document management, data entry, and basic troubleshooting with reliability and consistency.

I believe in honesty, dedication, and teamwork. I always try to give my best effort in every responsibility assigned to me. My goal is to contribute positively to the organization's and persons success through my commitment, sincerity and continuous improvement in my work. I am passionate about learning new things and improving my skills to become more efficient and valuable.

### EDUCATION:

#### BACHELOR of ARTS (B.A.)

- Hazi Mohammad Mohsin College, Chattogram.
- Group: Business Studies
- 2023- 2024
- Enrolled (5<sup>th</sup> Semester)

#### DIPLOMA in COMPUTER TECHNOLOGY

- Chittagong Technical College
- 2019-2020
- Duration: 4 Year's
- GPA: 3.37 (Out of 4)

#### SECONDARY SCHOOL CERTIFICATE (S.S.C)

- Char Chaktai City Corporation High School
- 2015
- GPA: 4.83 (Out of 5)

### CONTACT:

Phone: +880 1813 13 8484

Email: nezamchy112@gmail.com

Address: Ismail Foyez Road, Noya Moszid, South Bakolia, Chattogram.

### KEY STRENGTHS:

- Adaptability
- Communication Skills
- Curriculum Development
- Quick learner and adaptable to new technology
- Strong problem-solving ability
- Teamwork and collaboration skills
- Time management and organizational efficiency
- Positive attitude and responsibility
- Differentiated Instruction
- Technology Integration
- Assessment and Feedback

### TECHNICAL SKILLS:

- Microsoft Office: Word, Excel, PowerPoint, Access
- Internet Browsing & Email Communication
- Typing: English & Bengali
- Basic Hardware & Troubleshooting
- Operating Systems: Windows (7/10/11/)



# MD. NEZAM UDDIN

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### Personal Information:

<b>Name</b>	: Md. Nezam Uddin.
<b>Father</b>	: Late Md. Muktul Hossen.
<b>Mother</b>	: Late Momtaj Begum
<b>Hometown</b>	: Bakolia, Chattogram.
<b>Mobile</b>	: 01813 13 8484
<b>Email</b>	: nezamchy112@gmail.com
<b>Date of Birth</b>	: 09 <sup>th</sup> October 1998.
<b>National Id No</b>	: 6005203630
<b>Nationality</b>	: Bangladeshi
<b>Gender</b>	: Male
<b>Blood Group</b>	: O+
<b>Marital Status</b>	: Married.

### CONTACT:

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Address: Ismail Foyez Road, Noya Moszid, South Bakolia, Chattogram.

### LANGUAGE PROFICIENCY

#### Bangla

**Reading:** Excellent.

**Writing:** Excellent.

**Speaking:** Native proficiency.

#### English

**Reading:** Advanced.

**Writing:** Advanced.

**Speaking:** Basic proficiency (Not so fluent).

### INTERESTS

- Exploring new software tools and digital platforms
- Participating in online learning courses
- Team sports such as football and cricket
- Reading technology blogs and articles
- Travelling and exploring new places
- Listening to music

### REFERENCES

Available if required.

### WORKING EXPERIENCE:

#### Executive Officers

- 4M Trade Co.
- Ending Date: 2024.

##### Responsibilities:

- Maintained **schedules and appointments for senior management.**
- Handled confidential **correspondence, documents, and reports.**
- Coordinated **meetings, travel arrangements, and office communications.**
- Prepared **official letters, memos, and meeting minutes.**
- Assisted in **daily administrative** and office support tasks.

#### Computer Executive

- BARCODE RESTAURENT GROUP
- Starting Year: 2019
- Ending Year: 2022

##### Responsibilities:

- Greet and assist customers in a polite and professional manner.
- Handle customer inquiries, complaints, and provide solutions efficiently.
- Manage cash transactions, billing, and record-keeping accurately.
- Support day-to-day operations and perform any assigned tasks as needed
- Maintain good customer relations to ensure repeat business.

#### Computer Operator

- Unique Computer, Laldighi, Chattogram.

##### Responsibilities:

- Prepare and format **books, lecture sheets, question papers, notices, and Coaching announcements** using Microsoft Word
- Update, revise, and correct **previous lecture sheets and books** to maintain accuracy and relevance.
- Assist in administrative and academic tasks as needed
- Perform all duties with professionalism, attention to detail, and dedication.



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### ADDITIONAL SKILLS:

Certify that longtime program on

“**CREATIVE GRAPHIC DESIGN & FREELANCING**”

on **BAECON IT**.

Certify in 6 months **NATIONAL SKILL STANDARD** course on

“**ELECTRICAL HOUSE WIRING**” by **BANGLADESH**

**TECHNICAL EDUCATION**.

Certify in 3 months **IT EXPERT BD** course on

“**PROFESSIONAL NETWORKING SKILL**” by **Digital Dot Net**.

### PERSONAL DOCUMENTS:

#### Driving License:

Valid Driving License (Light Vehicle)

Issued by: BRTA, Bangladesh

License No.: Available upon request.

#### Passport:

Valid Passport Holder

Issued by: DIP/DHAKA.

Passport: Available upon request.

### DECLARATION:

I hereby declare that all the information, qualifications, experiences, and skills mentioned in this CV are accurate and genuine to the best of my knowledge and belief. I assure the organization that I will maintain the highest level of honesty, integrity, and professionalism in all matters, and I accept responsibility for the authenticity of the information provided herein. I understand that any misrepresentation may lead to legal or professional consequences.

Warm regards,

MD. NEZAM UDDIN

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### CO-CURRICULAR ACTIVITIES SHIKHOR YOUTH FONDATION

Position: **Organizational Secretary**  
Duration: 01-03-2023 to continued

#### Responsibilities / Contributions:

- Actively participate in **humanitarian and community service Activities** organized by the foundation.
- Assist in planning and executing charitable events and awareness programs.
- Support in organizing resources and materials for community beneficiaries.
- Provide assistance to individuals and families in need with empathy and professionalism.
- Contribute to administrative tasks such as record-keeping and reporting for ongoing projects.
- Promote the organization's mission and values through dedicated service.
- Distribute food, clothing, and educational materials to underprivileged and homeless communities.
- Organize awareness and support programs for children and families in need.