

Md Merajus Salekeen

(+880) 1729-766538

md.merajussalekeen@gmail.com

Passport No: A08032864

Vill: Olinagor, PO: Bamundi-7110, Gangni

Meherpur, Bangladesh

OBJECTIVE

Self-motivated individual looking for an office clerk role to share my expertise in communication, office management tool, and document management skills working in a team-based environment. I am passionate about being in a challenging role to continue growing to my capacity as a strong organization assistant.

EDUCATION

Higher Secondary Certificate (HSC)

Jun 2012 - Aug 2014

Kushtia Govt. College, Kushtia

Secondary School Certificate (SSC)

Jan 2010 - May 2012

Police Line Secondary School, Kushtia

SKILLS

- Proficient in proofreading letters and documents
- Email management
- Expert in Microsoft Office productivity tools like MS Office, Excel, PowerPoint, and Outlook)
- Labeling and sorting documents
- Skillful in organizing and maintaining inventory
- Customer service
- Personal skills
 - Punctual
 - Hardworking
 - Attention to details

Languages

- Bengali (Native)
- English
 - Reading
 - Speaking
 - Listening
 - Writing