



mahmudadalia59@gmail.com

+880 1308554573

Uttara, Dhaka

MAHAMUDA AKTER DALIA

A hard-working and passionate individual experienced in managing multiple priorities with a positive attitude. Outstanding skills in prioritizing and executing tasks in fast-paced environments. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Eager to contribute to operational efficiency and provide exceptional support.

CORE COMPETENCIES

- Administrative Support
- Organization management
- Customer service orientation
- Scheduling management
- Research and information gathering
- File and document management
- Regulatory Compliance
- Data entry accuracy
- Report generation
- Data integrate

TOOLS & TECHNOLOGIES

- MS Office
- MS Excel
- Google Docs
- Email Management

SOFT SKILLS

- Time & Schedule Management
- Leadership
- Positive attitude
- Multitasking
- Networking
- Collaboration
- Flexibility
- Digital Marketing
- Graphic Design

LANGUAGES

- English
- Bengali

LANGUAGES

Date of Birth: July 8, 1995
Marital Status: Unmarried
Nationality: Bangladeshi

WORK EXPERIENCE

- **Junior Executive, Data Entry** Feb 2021 – Jun 2022
Allied Diagnostic Ltd.
 - Performed data entry tasks, including entering, verifying, and updating information in the company's computer database.
 - Ensured data accuracy and integrity by conducting regular data audits and promptly resolving discrepancies or errors.
 - Maintained records of data on websites, ensuring that all information was properly documented and organized.
 - Updated data periodically as required, following established procedures and guidelines.
 - Collaborated with team members to identify opportunities for process improvement and suggest innovative solutions to enhance data management and entry efficiency.
 - Adhered to company policies and procedures regarding data confidentiality and security.

TRAINING

- **Communication Skill- 2021**
HR Perception
- **Time Management Skill- 2021**
HR Perception

EDUCATIONAL QUALIFICATIONS

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| MA (Masters) in English <i>Shanto-Mariam University of Creative Technology</i> CGPA: 3.36 out of 4.00 2021 | BA(Hons) in English <i>Shanto-Mariam University of Creative Technology</i> CGPA: 3.30 out of 4.00 2019 | HSC in Business Studies <i>Milestone College</i> GPA: 5.00 out of 5.00 2014 |
| SSC in Business Studies <i>Razabari High School</i> GPA: 4.38 out of 5.00 2012 | | |

EXTRA-CURRICULAR ACTIVITIES

- **Volunteer**
Charity of Food & Clothing for Orphanage
- **Girls Guide**
Razabari High School
- **General Member**
Debating Club, Razabari High School

REFERENCE

Zainul Abedin Chowdhury
 Head of Department, English
 Phone: +88 01715152219
 Email: profzac97@gmail.com

Frioj Al Mamun Khan
 Assistant Professor, Department of English
 Phone: +880 1714176518
 Email: firojghanalo@gmail.com