

Kh Abu Sadad Mohammad Salehin Sadik

Accounting Manager, Packaging Helper, Fruit Picker/Farm Worker

Bhawanipur, Atrai
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EXPERIENCES

Explore knitwar Ltd - Dhaka - (Accountant)

December 05 - PRESENT

- Receiving & scheduling meetings within an organization through phone calls & emails.
- Giving knowledge about new products to the sales team through phone calls.
- Handling all challenges and performing all multitasking jobs where needed.

Avalon Packaging Ltd - Dhaka - (Packaging Helper)

May 2018 - August 2019

- Updated employee benefits information brochures regularly by which all data was in the process timely and the brochure printed 100% accurate.
- Regularly followed office duties as assigned in the product brochure.

EDUCATION

Bhawanipur G.S High School

03/02/2018 - 19/11/2019

Secondary School Certificate (SSC)

Ideal Technical Vocetional BM School & Collage

10/05/2020 - 15/10/2021

Higher Secondary Certificate (HSC)

CERTIFICATIONS & LICENSES

Certificates/ Licenses — Detail

FN Tech Academy (Email Marleting)

Health, Safety & Environment in construction (CSCS)

SKILLS

Computer Proficiency:

Proficient in the use of MS Office tools and the Internet to conduct research.

Have vast knowledge in OS like Windows 98, 2000 (professional), XP, 7, and Mac OS.

Social media sites like Facebook, Twitter, Instagram.

AWARDS/ Achievements

Works in many blood donation programs as a volunteer of ORCA, Bangladesh.

LANGUAGES

Bengali, English Fluent (speaking, Reading, Writing), Hindi, Urdu, Arab, Italian, German, French, Spanish.

Reference

Recent workplace supervisor/ managers Contact Info