

# Md. Jahidul Islam Jayed

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New Saliya Road, Al Mearad, Al Rayyan, Doha, Qatar.

## OBJECTIVE

I am a multi-skilled, reliable, and organized professional with hands-on experience in supervision, storekeeping, front desk reception, cashiering, data entry, graphic design. Over the years, I have developed a strong work ethic, the ability to adapt quickly, and a commitment to excellence in every task I undertake. As a Supervisor, I have efficiently led teams, monitored daily operations, and ensured smooth workflow with a focus on productivity and teamwork. In the role of a Store Keeper, I maintained accurate stock records, ensured proper inventory management, and handled both incoming and outgoing materials with precision. As a Receptionist, I served as the first point of contact, offering warm and professional communication while managing front desk duties including calls, visitors, and appointments. Working as a Cashier, I handled financial transactions with honesty and accuracy, ensuring customer satisfaction and proper record-keeping.

## EDUCATION

|   |                     |
|---|---------------------|
| <b>Bachelor of Business Studies</b><br>Taibunnessa Khanom Govt. College, Juri, Moulvibazar, Bangladesh.                             | Oct 2020 - Jul 2024 |
| <b>Higher Secondary Certificate</b><br>Taibunnessa Khanom Govt. College, Juri, Moulvibazar, Bangladesh.                             | Jun 2018 - Apr 2020 |
| <b>Secondary School Certificate</b><br>Hazi Inzad Ali High School, Juri, Moulvibazar, Bangladesh.                                   | Jan 2016 - Aug 2017 |
| <b>Diploma in Computer Technology</b><br>Jayed TTC, Goalbari Bazar, Juri, Moulvibazar, Bangladesh.                                  | Jan 2023 - Dec 2023 |
| <b>Computer Office Application and Communication</b><br>Computer Cottage, Juri, Moulvibazar, Bangladesh.                            | Jul 2017 - Mar 2018 |
| <b>Cyber Security Industry Concept for Beginners</b><br>EH Academy, Toronto, Canada.  | Jan 2022 - Feb 2023 |
| <b>Training in farm animal husbandry and agriculture</b><br>Youth Development Directorate Training, Moulvibazar, Dhaka, Bangladesh. | Oct 2017 - Jan 2018 |

## Skills

- While reading I'm Student Council President (2 years) SKILLS.
- Computer Skills: Operating Systems:-** Windows, mac OS, Linux. **Productivity Suites:-** Microsoft 365 (Word, Excel, PowerPoint, Outlook) or Google Workspace (Docs, Sheets, Gmail, Drive). **Collaboration & Communication:-** Slack, Zoom, Microsoft Teams, Google Meet. **Project Management:-** Jira, Trello, Asana, monday.com. **Cloud Platforms:-** AWS, Google Cloud, Azure. **Graphic Design:-** Adobe Creative Suite (Photoshop, InDesign), Canva. **Analytics & Data Tools:-** SQL, Tableau, Power BI.
- Advanced customer service skills with internal and external clients via telephone and email.
- Expertise in multiple digital marketing disciplines, including social, content and email marketing.
- Trained and experienced in resolving customer complaints.
- Many experiences are complete online. Ready to answer and serve any customer and able to deliver any order quickly.
- Ability to create strong image through marketing activities including web design, logo development and promotional materials.
- I can ride a motorbike and drive a car.

## Languages

- Fluent in English and Bangla, Hindi.

## WORK EXPERIENCE

- Worked as a Hazi Inzad Ali High School "Computer Data Entry Operator" in Juri, Bangladesh in 2022-2025
- Worked as a United Commercial Bank "Branch In Charge" in Goalbari Outlet, Bangladesh in 2024-2025
- Worked as a Matador Group Ltd "Cashier and Receptionist" in Dhaka, Bangladesh in 2022-2023
- Worked as a Matador Group Ltd "Sales Man" in Dhaka, Bangladesh in 2020-2022
- Worked as a Sunargawon 5-Star Hotel "Housekeeping Attendant" in Dhaka, Bangladesh in 2018-2020
- Worked as a La-Cafe "Restaurant Supervisor" in Juri, Bangladesh in 2017-2018
- Worked as a Abdullah Restaurant "Restaurant waiter" in Sylhet, Bangladesh in 2015-2017

I hereby assure you that all the information supplied in this curriculum vitae is true, And if any inconsistency found then you have right to reject it.

Permanent Address:- Holding No: 111, Village: Borodhamai, Post Office: Noyabazar-3251, Police Station: Juri, District: Moulvibazar, Division: Sylhet (Bangladesh)

Md. Jahidul Islam Jayed