



## KAZI MOHAMMAD WAHIDUL ISLAM

### CONTACT INFORMATION

- Address: Doha, Qatar
- Phone/WhatsApp: +974 3157 7857
- Email: [wahiid302@gmail.com](mailto:wahiid302@gmail.com)
- Visa: Transferable Visa and Valid Qatar ID
- LinkedIn: [linkedin.com/in/kazi-wahiid](https://www.linkedin.com/in/kazi-wahiid)

### PROFESSIONAL SKILLS

- Leadership, Team Supervision & Collaboration
- Office Administration, Organization & Execution
- Document Formatting, Reporting & Submission
- Document Control, Filing & Record Keeping
- Data Entry Expertise, Fast & Accurate Typing
- HR Administrative Assistance & Support
- Customer Service & Relationship Management
- Financial Operations & Cash Handling
- Marketing Support, B2B Sales & Distribution
- Computer Skills & Digital Literacy
- MS Office & Google Workspace Proficiency
- AI Tools & Technologies
- Social Media Management & Content Creation
- Website Oversight, WordPress, Shopify
- Verbal & Written Communication, Negotiation
- Time Allocation, Multitasking Capabilities
- Adaptability & Flexibility in the Workplace
- Confidentiality, Integrity & Strong Work Ethic

### LANGUAGE SKILLS

- **Bengali** – Native
- **English** – Full Professional Fluency
- **Hindi** – Conversational Proficiency
- **Urdu** – Conversational Proficiency

### PROFILE SUMMARY

Dedicated, dependable, and detail-oriented professional with proven experience in administration, customer relations, accounts, digital services, marketing, and both operational and strategic support across private companies and the banking sector. Recognized for consistently delivering results, upholding integrity, and quickly adapting to new challenges. Committed to continuous learning and growth, with a focus on contributing meaningfully to organizational success through top-notch performance and a collaborative approach.

### EDUCATION QUALIFICATIONS

- **Master's Degree** in English, National University, Bangladesh – 2024
- **Master's Degree** in Hadith, Islamic Arabic University, Bangladesh – 2023
- **Bachelor's Degree** in English, National University, Bangladesh – 2022
- **Bachelor's Degree** in Islamic Studies, Islamic Arabic University, Bangladesh – 2020

### PROFESSIONAL EXPERIENCE

**Executive Officer** **Sep 2021 – Dec 2023**  
**HDP Enterprise** **Chattogram, Bangladesh**

- Supervised office operations, streamlining workflows and ensuring efficient task completion across relevant departments.
- Collaborated strategically with finance, production, and marketing teams to drive company growth and meet key objectives.
- **Key Skills:** Administration, Office Management, Document Handling, Financial Operations, Payroll Processing, HR Support, Marketing Coordination, B2B Sales, Department Collaboration, Company Oversight, MS Office, Team Supervision.

**Assistant Officer** **Sep 2020 – Aug 2021**  
**Bank Asia PLC** **Chattogram, Bangladesh**

- Handled office tasks and cash transactions in agent banking, ensuring accuracy, efficiency, and compliance with standards.
- Provided excellent customer service, strengthened client relationships, and supported marketing efforts to boost product outreach.
- **Key Skills:** Office Operations, File Management, Bank Support, Cash Handling, Financial Tasks, Customer Service, Meeting Scheduling, Email & Call Handling, Marketing Assistance, MS Office, Multitasking, Communication, Teamwork.

**IT Freelancer** **2017 – 2020**  
**Fiverr | DK Shahi** **Chattogram, Bangladesh**

- Delivered customized IT and digital solutions to 100+ global clients via Fiverr and in-person services, leading a team of five.
- Worked for over two years as a part-time IT technician and freelancer on Fiverr and at DK Shahi, providing efficient support and project delivery.
- **Key Skills:** MS Office, Google Workspace, Social Media Management, Content Writing, Google Analytics, File Editing, Data Entry, MySQL, Website Oversight, WordPress & WooCommerce, Shopify, Digital Services, Leadership.