



# Abid Sheikh

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📍 Dhaka, Hazaribag, Mahadi nagar 🗓 23/03/2006 🇬🇧 Bangladeshi

## Profile

Motivated and focused professional with strong computer and administrative skills. Experienced in managing digital tasks, data entry, and office operations with accuracy and efficiency. Known for being dedicated, organized, and passionate about continuous learning and personal growth. Always committed to delivering quality results and contributing positively to any team or workplace.

## Education

<b>S.S.C</b> shahid manik adarsha high school Result - 2.67	2023 – 2024 Dhaka, Bangladesh
<b>H.S.C</b> Jamila Ayeenul Ananda Biddalay And College	09/2025 – Present Dhaka, Bangladesh

## Professional Experience

<b>Computer Operator</b> Sarker Rent A Car	02/2025 – 09/2025 Dhaka, Bangladesh
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I worked at Sarker Rent A Car as a Computer Operator, where I maintained digital records and handled daily office tasks. Alongside my main duties, I also performed printing, scanning, and photocopy operations in the same workplace to support smooth office operations.

## Skills

Computer Operator	● ● ● ● ●	Microsoft Office	● ● ● ● ●
Internet browsing and email handling	● ● ● ● ●	Customer service	● ● ● ● ●
Photoshop or image editing	● ● ● ● ●	Team collaboration	● ● ● ● ●

## Courses

<b>Digital Marketing</b> Abcl IT	01/2022 – 06/2022 Dhaka, Bangladesh
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## Languages

- Bangla (Native)
- English (Proficient)
- Hindi (Proficient)

## Interests

I enjoy traveling, playing games, watching movies, and learning about new technology.