



PROFILE

Career Objective:
To gain Mid-level executive experience where creative initiative, ideas, and a genuine enthusiasm would allow me to progress in the future.

CONTACT

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1206

HOBBIES

Reading books
Gaming
Travelling

ANWARUL AZIM

EDUCATION

Govt. Bangla College

2010 - 2016
B.A. in English (CGPA 2.00)

2007-2009
H.S.C. in Science (CGPA 3.20)

Mirpur Bangla High school

2007
S.S.C. in Science (3.44 CGPA)

WORK EXPERIENCE

Appen [Transcriber, QA, Linguist]

[July 2020]–[Present]
Working in audio clips collected from different region and transcribe, translate and quality check them accordingly to work in AI database.

Upwork [Virtual Assistant]

March 2017– November 2019
Work with the clients as their personal assistant such as managing email, updating website data, collecting leads and many more.

Business International [Office Executive]

January 2016– December 2018
Keep the office data accordingly as well as operate as data entry operator.

SKILLS

Excellent computer knowledge.
Moderately expert in Microsoft Office (Word, Excel, PowerPoint) and G Suite (Docs, Sheets, Forms).
Good typing skills.
Detail oriented and organized.
Fast learner.