Shamsul Huq



IT Professional & Transcription Specialist

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Email: shamsulhuq55939@gmail.com

CAREER OBJECTIVE

Detail-oriented and dedicated professional with extensive experience in computer operations, IT administration, and technical training. Seeking to leverage strong listening, fast typing, and linguistic proficiency in transcription and remote roles to deliver accurate, high-quality results.

PROFESSIONAL EXPERIENCE

Senior IT Officer August 2017 – Present

Nishan Health & Environment Development Society | Teliapara, Madhabpur, Habiganj

- Managing internal IT infrastructure, system documentation, and digital data records.
- Handling administrative correspondence, report generation, and accurate typing tasks.

Trainer January 2014 – 2016

Care It Academy | Motijheel, Dhaka

- Trained students in computer applications, office productivity tools, and data management.
- Guided trainees on accurate typing, document formatting, and technical problem-solving.

Senior Computer Operator March 2011 – 2016

Agradoot Courier Service Limited | Motijheel, Dhaka

- Performed high-speed data entry, database management, and record keeping.
- Prepared daily reports and managed digital correspondence with high precision.

CORE SKILLS & COMPETENCIES

- **Transcription & Typing:** Fast typing speed, high accuracy, meticulous attention to detail, and excellent audio comprehension.
- **Computer Literacy:** MS Office (MS Word, MS Excel, MS PowerPoint), Illustrator, Photoshop, Internet Research, and Windows Administration.
- **Problem Solving:** Strong analytical skills, troubleshooting, and effective time management under pressure.

EDUCATIONAL BACKGROUND

BA. BSS (2014) – Govt. Shahid Shorawardy College, Dhaka (Bangladesh Open University) | CGPA: 2.84/4.0

HSC (2011) – Govt. Shahid Shorawardy College, Dhaka (Bangladesh Open University) | GPA: 2.50/5.0

SSC (2008) – Shahjahanpur High School, Madhabpur, Habiganj

Certificate in National Skill Standard Basic Course (2014) – Technical Education Board, Dhaka | Grade: A+

LANGUAGE PROFICIENCY

Bengali: Native (Full professional proficiency)
English: Good verbal and writing proficiency (Strong capability for transcription work)

PERSONAL PARTICULARS

Father's Name: Md. Abdul Hamid
Mother's Name: Ambia Khatun
Religion: Islam
Blood Group: O(+)

Date of Birth: 13 October 1991
Nationality: Bangladeshi
Marital Status: Married
NID Number: 3270113990