



MINHAZUL HAMID ASHIK

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■ Narayanganj, Dhaka, Bangladesh

PROFILE

A dedicated, reliable, and detail-oriented Virtual Assistant with over 10 years of experience in business management and customer handling. Skilled in administrative support, Google Workspace, and client communication. Proven ability to maintain workflow efficiency, manage multiple tasks, and provide excellent customer service in remote environments.

SKILLS

- Customer Service & Support
- Administrative Assistance
- Data Entry & Record Keeping
- Communication & Teamwork
- Google Docs & Sheets
- Email & Calendar Management
- Microsoft Word & Excel
- Problem Solving

EXPERIENCE

Shop Manager – Cosmetics Business

Self-employed | Narayanganj, Bangladesh | 2014 – 2025

- Managed sales operations, customer service, and daily store management.
- Supervised and trained staff for better performance and client satisfaction.
- Maintained detailed sales and financial records using Google Sheets.
- Communicated effectively with suppliers and ensured stock availability.
- Provided administrative and virtual assistance to clients when required.

EDUCATION

Higher Secondary Certificate (HSC)

Ideal Commerce College, Dhaka — 2011

Field of Study: Business Studies

LANGUAGES

- Bengali: Native
- English: Intermediate (Professional working ability)

CAREER OBJECTIVE

To obtain a remote Virtual Assistant position in an international company where I can use my skills in business operations, communication, and organization to contribute to the team's success.