|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| AAM |  | Abdullah Al Mahmud | | | | |
|  |  | Highly skilled in Microsoft Office Suite, with expertise in Word, Excel, PowerPoint, and Outlook. Proficient in creating professional documents, advanced data analysis, dynamic presentations, and efficient email management. Adept at streamlining workflows, automating processes with Excel macros, and delivering high-quality results in a timely manner. Strong attention to detail, problem-solving abilities, and commitment to excellence in office productivity. | | | | |
| Location  SUST, Sylhet.  Phone  +880 1623266015  Email  abdullahalmahmudre@gmail.com  Website  https://www.freelancer.com/u/Abdullah31ME?sb=t |  | Experience | | |  | |
|  | |
| 2017-PresentOnline Writer | Freelancer | Dhaka, Bangladesh  * Writing word files. * Work on contract. * Book reading and proofing. * Translation. * Data entry and calculation related works. * Powerpoint presentation. | | | | |
| Education | |  | | |
|  | | |
| Shahjalal University of Science & Technology   * BSc. In Mechanical Enginnering – Jun 2026   Dhaka College   * HSC in Science – Jan 2021   Urea Sar Karkhana School & College   * SSC in Science – May 2018 | | | | |
|  |  | | | |
| Key skills and characteristics | | | |  |
|  |
| * Expert in MS word. * Expert in MS office * Expert in MS Powerpoint * Active worker at freelancer.com * Expert in international communication and business management skill. * Certified by Microsoft. | | | | |

# Reference

Sharif Muhammad

Manager, EDGE

Dhaka, Bangladesh.