



DULENA BEGUM

dulena3248@gmail.com

+08801703236030

Contact information



<https://www.fiverr.com/rukaiyadulena/>



<http://www.linkedin.com/in/dulena-begum-s3248>



<https://github.com/DulenaSust>



dulena3248@gmail.com



+08801703236030



Akhalia Bazar, Sylhet.

Education



Bachelor of Social Science
Sylhet Govt. Women`s College



Higher Secondary School Certificate (HSC)
GPA-4.42 out of 5.00

Computer Skills



Microsoft Office (MS Word, MS Excel,
MS Power point etc.)



Medium Typing Speet (English & Bangla)

Work Experience

Microsoft PowerPoint: Creating and editing presentations.

Microsoft Excel: Data entry, organization, analysis and report preparation.

Microsoft Word : Tipping, formatting, and preparing office document and reports.

Internet Usage: Conducting online research and updating information

Email Management: Sending, receiving, and organizing official emails.