

**Habiba Akter**

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**Objective**

A highly skilled professional with extensive experience in Microsoft Office Suite, including MS Word, MS PowerPoint, and MS Excel. Proficient in data entry and document management, with a strong attention to detail and a commitment to delivering accurate, efficient, and high-quality work on time.

**Education****Bachelor of Arts**

University Name :National University

Department Name :Philosophy

Session :2017-2018

Result : 2.68 (Out of 4.0)

Passing year : 2020

**Higher School Certificate Examination (H.S.C)**

Institution Name :Nilphamari Govt. Women's College, Nilphamari

Board :Dinajpur Education Board

Group :Humanities

Result : 2.75(out of 5.00)

Passing Year : 2017

**Secondary School Certificate Examination (S.S.C)**

Institution Name :Samir Uddin School & College, Nilphamari

Board :Dinajpur Education Board

Group :Science

Result : 4.11(out of 5.00)

Passing Year : 2015

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**Training****Computer Fundamentals and Office Applications Training**

Organized by Bangladesh Computer Council and Center for Digital Transformation (CDT), Begum Rokeya University, Rangpur

Funded by Enhancing Digital Government & Economy (EDGE) Project  
Year of Completion - 2025

- Gained proficiency in basic computer operations and Microsoft Office applications.
  - Hands-on experience with tools like Word, Excel, PowerPoint, and others.
  - Learned essential skills for digital government services and economic applications.
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## **Technical Skills**

- **Office Applications:** Microsoft Word, Excel, PowerPoint
  - **Computer Fundamentals:** Hardware and software basics, troubleshooting
  - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
  - Basic computer troubleshooting
  - Understanding of digital government services
  - Strong attention to detail and organizational skills
  - Excellent communication and teamwork abilities
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## **Projects:**

### **Academic Mark sheet**

I make an academic mark-sheet using MS Office 2016.

### **Salary Sheet**

I make an academic mark-sheet using MS Office Excel 2016.

### **Hostel Maintenance Sheet**

I make a Hostel Maintenance Sheet using MS Office Excel 2016

### **Biography Presentation**

I make a biography presentation using MS Office PowerPoint 2016

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## **Certifications**

- **Computer Fundamentals and Office Applications Training**
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## **Languages**

- English (Fluent)
- Bangla (Fluent)

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## **References**

### **Reference: 01**

Name – Md Yousuf Ali

Organization - Nilphamari Govt. College

Designation - Lecturer Of ICT

### **Reference: 02**

Name - Md. Jahangir Alam

Organization - Nilphamari Govt. College

Designation - Associate Professor Of Chemistry