

**MST.MONIRA AKHTER**

Darawani Textile, Nilphamari

Nilphamari, 5300

Phone - 01830926317

Email - rmdmizanur975@gmail

Github - <http://github.com/Monira752>

Fiverr - <https://www.fiverr.com/Monira752>

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**Objective**

A highly skilled professional with expertise in MS Office, MS Excel, MS PowerPoint, web research, and data entry. Possesses strong analytical abilities, attention to detail, and a commitment to delivering accurate and efficient results. Adept at handling large datasets, creating compelling presentations, and optimizing workflows. A dedicated and results-driven individual with a passion for organization and productivity.

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

Institution name : Nilphamari Govt College

Board : Dinajpur Education Board

Group : Humanities

Result : 4.00(out of 5.00)

Passing Year : 2019

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

Institution name : Nagar Darawani High School

Board : Dinajpur Education Board

Group : Science

Result : 5.55(out of 5.00)

Passing Year : 2017

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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.

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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 Marksheet

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