**Rumana Akher**   
Kanial Khata,Nilphamari Sadar,  
Nilphamari, 5300  
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Email -rumanaakther9774@gmail.com

Github - https://github.com/Rumana5518

Fiverr - https://www.fiverr.com/Rumana5518

**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 accuracy. Adept at managing large datasets, creating dynamic reports, and streamlining workflow processes for efficiency.

**Education**

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

Institution name : Nilphamari Govt.Women College

Board : Dinajpur Education Board

Group : Humanities

Result : 4.33(out of 5.00)

Passing Year : 2019

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

Institution name : Kanial Khata High School

Board : Dinajpur Education Board

Group : Humanities

Result : 4.41(out of 5.00)

Passing Year : 2017

**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.

**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

**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

**Certifications**

* **Computer Fundamentals and Office Applications Training**

**Languages**

* English (Fluent)
* Bangla (Fluent)

**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