**Soborna Roy** Milonpolli,NilphamariSadar Nilphamari, 5300

Phone-01796183040

Email –[subornaroy3040@gmail.com](mailto:subornaroy3040@gmail.com) Github - https://github.com/Soborna40

Fiverr-https://[www.fiverr.com/soborna9618](http://www.fiverr.com/soborna9618)

Linkedin: https://www.linkedin.com/in/soborna-roy-3427a5347

# Objective

A highly skilled professional with extensive experience in MS Word, MS Office, MS PowerPoint, and data entry. Adept at efficiently managing administrative tasks, organizing data, and creating presentations. Known for attention to detail, excellent communication skills, and a strong ability to multitask and meet deadlines.

# Education

**Bachelor in Social Science**

University Name :National University Department Name :Political Science Session :2017-2018

Result : 3.06 (Out of 4.0) Passing year : 2021

**Higher School Certificate Examination (H.S.C)** Institution Name : Nilphamari Govt. College, Nilphamari Board :Dinajpur Education Board

Group :Humanities

Result : 4.08(out of 5.00) Passing Year : 2017

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

Institution Name :Nilphamari Govt. Girls High School, Nilphamari Board :Dinajpur Education Board

Group :Humanities

Result : 4.94(out of 5.00) Passing Year : 2015

# 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**: Hard ware 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 team work abilities

# 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

**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