
Anika Marjan

Department of English, SUST

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CAREER OBJECTIVE

To secure a role where I can utilize my advanced proficiency in MS Office and Google Workspace tools, excellent communication skills, and organizational abilities. I am committed to delivering efficient IT support and office management solutions, while continuously enhancing my skills to contribute to the success of the organization.

PROFESSIONAL QUALIFICATION

IT support for office management

EDGE training programme

Course Duration: 7 weeks

Organised by: SUST IICT

EDUCATION

Shahjalal University of Science and Technology, Sylhet – *Honor's*

Concentration: English Language and Literature

March 2022 – Continue

Abdul Kadir Mollah City College, Narsingdi - *HSC*

Concentration: Science

Result: GPA 5.00

Passing Year: 2020

Charteki Girls School & College - *SSC*

Concentration: Science

Result: GPA 5.00

Passing Year: 2018

SKILLS

Excellent skills in MS Office (MS Word, MS PowerPoint, MS Excel) and Google Workspace tools.

Extra-Curricular Activities

- Reading books,
- Travelling,
- Watching Movies and Dramas,
- Listening music,

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High