

Curriculum Vitae of

Md. Abdul Malek



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Objective:

A proficient professional with expertise in MS Word, MS Office, MS PowerPoint, and data entry. Experienced in handling complex documentation, streamlining workflows, and delivering accurate and timely results. Adept at multitasking, ensuring efficiency, and contributing to organizational success with precision and attention to detail.

Educational Qualification:

B.A (Honours)

✚ Name of Board	: National University
✚ Subject	: History
✚ Institution	: Nilphamari Govt. College, Nilphamari
✚ Result	: CGPA- N/A
✚ Session	: 2020-2021
✚ Year	: 3 rd Year

H.S.C (Higher Secondary Certificate)

✚ Name of Board	: Dinajpur
✚ Group	: Humanities
✚ Institution	: Chilahati Government College
✚ Result	: GPA- 4.08
✚ Year of Passing	: 2020

S.S.C (Secondary School Certificate)

✚ Name of Board	: Dinajpur
✚ Group	: Humanities
✚ Institution	: Chila Hati Karengatali High School
✚ Result	: GPA- 4.11
✚ Year of Passing	: 2018

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, MS- Access
- **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 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 (EDGE) Project**

Language Fluency:

- + Having good command in reading, speaking and writing in Bengali
- + Having good command in reading speaking and writing in English.

Personal Details:

Father's Name	: Md. Yousuf Ali
Mother's Name	: Mosa. Kalpana Banu
Date of Birth	: 02-09-2001
Religion	: Islam
Height	: 5'.7"
Sex	: Male
Blood Group	: AB +(ve)
Nationality	: Bangladeshi (By Birth)
National ID	: 2863339509
Marital Status	: Unmarried

Reference:

Reference: 01

Name: Md Yousuf Ali
Organization: Nilphamari Govt College
Designation: Lecturer of ICT Department

Reference: 02

Name: Md. Jahangir Alam
Organization: Nilphamari Govt College
Designation: Associate Professor of Chemistry Department