NISHAT SHAHRIN

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PROFILE

- 2 year experienced in Software Handling and Operation Coordination.
- Experienced with Sales & Accounts, Logistics, and People Management with Target achievement.
- Digital marketing analyst, Hardworking, and Quick learning.
- Open minded, committed, optimistic, and bold.

EXPERIENCES

- **Executive – IT & MIS**   **10/2023 – Present**
  Noapara Group
  Dhaka, Bangladesh

  1. System Support & Troubleshooting
  - Provide technical support to employees' software issues.
  - Install, configure, and update software and operating systems.
  - Troubleshoot and resolve system errors and performance issues.

  2. IT Infrastructure Management
  - Maintain servers, networks, printers, and other IT assets.
  - Ensure uptime and performance of hardware and connectivity systems.
  - Perform regular system backups and data recovery procedures.

  3. MIS Reporting & Data Management
  - Develop, maintain, and generate daily, weekly, and monthly MIS reports.
  - Analyze data to assist management in decision-making.
  - Design and automate dashboards for operational and strategic insight

  4. Vendor & Procurement Coordination
  - Communicate with IT vendors for equipment, services, and support.
  - Assist in procurement processes and evaluate IT product performance.

  5. Administration Management & Others
  - Analysis all the data to create monthly Report of Income Position.
  - Prepared monthly Report of Income Position.
  - Prepared monthly Freight Bill, Software Posting & Record of all lighter.
  - Prepared monthly Freight Bill, Software Posting & Record of all lighter.
  - Prepared bills of all Lighters advance food, salary, maintenance purpose
  - Maintenance requisition & bill records.
  - Prepared monthly trip Line Cost.

- Prepared salary sheet of all Lighter & Supervisor.
- Delivery order issue by software
- Sales Allotment Audit

- **Project Management [Intership]**   **06/2022 – 08/2022**
  Decode Lab
  Dhaka, Bangladesh

  - Make Documentation of Projects
  - Identify project goals and scopes
  - Monitor daily updates of Projects
  - Manage all project documentation
  - Manage all project documentation
  - Ensuring deliverables are delivered on-time
  - Prepare meeting minutes.

QUALIFICATION

- **Master of Science**   **01/2023**
  Information Technology
  Jahangirnagar University
  Dhaka, Bangladesh
  Result – 3.19 (Out of 4.00)

- **Bachelor of Science**   **01/2023**
  Computer Science and Engineering
  University of Asia Pacific
  Dhaka, Bangladesh
  Result – 3.30 (Out of 4.00)

- **Higher Secondary Certificate**   **06/2018**
  Hamdard Public College
  Dhaka, Bangladesh
  Result – 4.42 (Out of 5.00)

- **Secondary School Certificate**   **06/2016**
  YWCA Higher Secondary Girls' School
  Dhaka, Bangladesh
  Result – 4.89 (Out of 5.00)

COMPUTER SKILLS

Programming	:	C, HTML, CSS, Bootstrap, Python (Django), JavaScript, React
Database	:	MySQL, Firebase
Applications	:	Microsoft Office (Word, Excel, Power point)
Operating System	:	Microsoft Windows

EXTRA CURRICULUM ACTIVITIES

☛ Volunteer Works

- ICPC – International Collegiate Programming Contest
  Hosted by University of Asia Pacific (UAP)
- Bangladesh Junior Science Olympic
  BDOSN
- National IT Competition
  BDOSN

☛ Participation

- Software & Hardware Carnival
  University of Asia Pacific
- Inter Department Programming Contest
  University of Asia Pacific (UAP)
- Software & Hardware Carnival
  University of Asia Pacific

REFERENCE

➧ Dr Shah Murtaza Rashid Al Masud

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➧ Md Serajul Islam Pavel

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