

Habiba Rahman

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Objective

A highly skilled professional with extensive experience in Microsoft Office Suite, including MSWord, MS Power Point, and MS Excel. Proficient in data entry and document management, with a strong attention to detail and a commitment to delivering accurate, efficient, and high-quality work on time.

Education**Bachelor in Social Science**

University Name: National University

Department Name : Political Science

Session : 2017-2018

Result : 2.95 (Out of 4.0)

Passing year : 2021

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

Institution Name : Nilphamari Govt. Women's College, Nilphamari

Board : Dinajpur Education Board

Group : Humanities

Result : 3.92(out of 5.00)

Passing Year : 2017

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

Institution Name : Collectorate Public School & College, Nilphamari

Board : Dinajpur Education Board

Group:Science

Result : 4.78(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, Power Point, and others.
 - Learned essential skills for digital government services and economic applications.
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Technical Skills

- **Office Applications:** Microsoft Word, Excel, PowerPoint
 - **Computer Fundamentals:** Hardware and software basics, trouble shooting
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Basic computer trouble shooting
 - Understanding of digital government services
 - Strong attention to detail and organizational skills
 - Excellent communication and team work abilities
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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**
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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