

## LABONY AKTER

Uttar Harowa Panchopukur para, Nilphamari Sadar

Nilphamari, 5300

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## Objective

A detail-oriented and efficient professional with expertise in MS Word, MS Office, MS PowerPoint, and data entry. Skilled in delivering high-quality work under tight deadlines, demonstrating exceptional organizational abilities, and ensuring accuracy in all tasks. Committed to excellence and continuous professional growth.

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## Education

### Beachelor of Science (Hon's)

Name of University	: National University.
Name of Institute	: Nilphamari Govt. College
Subject	: Chemistry.
Result	: 2.96 (Out of 4.00).
Year of Passing	: 2022.

### Higher Secondary Certificate (H.S.C)

Name of Board	: Dinajpur.
Name of Institute	: Nilphamari Govt. College
Group	: Science.
Result	: 4.42 (Out of 5.00)
Year of Passing	: 2016.

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

Name of Board	: Dinajpur.
Name of Institute	: Nilphamari Govt. Girl's High School
Group	: Science.
Result	: 5.00 (Out of 5.00)
Year of Passing	: 2014.

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## 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.
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## Technical Skills

- **Office Applications:** Microsoft Word, Excel, PowerPoint
  - **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
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## Projects:

### Academic Marksheet

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

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## **Certifications**

- **Computer Fundamentals and Office Applications Training**
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## **Languages**

- English (Fluent)
  - Bangla (Fluent)
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## **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