

Maliha Tayaba

Patuakhali Science and Technology University, Dumki, Patuakhali

Contact No: (+880) 1772342095 (WhatsApp)

Email: malihatayaba@gmail.com

LinkedIn: www.linkedin.com/in/malihatayaba



CAREER OBJECTIVE:

Detail-oriented and highly organized individual eager to contribute in data entry system of the largest job site in Bangladesh while performing high-volume data entry and verifying integrity of data with a keen eye on data accuracy and sense of customer confidentiality.

KEY PROFICIENCIES:

- English typing skill.
- Data Entry experienced in English language.
- To create, manage and update data in Database Management Software.
- To prepare monthly report, meeting report, client information etc.
- To maintain filing system and satisfactory level of quality and productivity.
- Effective communication and work under pressure.
- Have working environment at home, fast and stable internet connection and laptop.

EDUCATIONAL QUALIFICATION:

B.Sc. in Nutrition and Food Science from Patuakhali Science and Technology University in 2021 to present (3rd year running).

HSC in Science from Govt. Abdur Jabbar College, Bhola with GPA 5.00 in 2020.

SSC in Science from Kutuba Secondary School, Bhola with GPA 5.00 in 2018.

PROFESSIONAL QUALIFICATION:

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|------------------------------|--------------------|--------------------------|
| • Web design and development | Duration: 4 months | Institute: Dreamland IT. |
| • Basic web development | Duration: 2 months | Institute: EDGE . |

TRAINING:

Audited Coursera course – “Work Smarter with Microsoft Excel” and “Work Smarter with Microsoft Word” instructed by Microsoft.

PERSONAL INFORMATION:

Birth Certificate No : 20034214063101732
Date of Birth : 11 January, 2003
Marital Status : Unmarried
Permanent Address : Village: Naiari, P.O: Birkathi, Upazilla: Jhalakathi Sadar,
District: Jhalakathi.

EXTRA-CURRICULAR ACTIVITIES:

General Member (2023- To Be Continue)

Nutrition Club

www.nutritionclub.org

A non-profit & voluntary organization to gather knowledge and promote awareness on nutrition related topic.

CO-CURRICULAR ACTIVITIES:

- Typing.
- Web Designing.
- Language Learning.
- Auditing Coursera course.

IT SKILLS:

MS Word, MS Excel, MS Access, Spreadsheet, PowerPoint, Visual Studio Code, WordPress, etc.

LANGUAGE SKILLS:

Proficiency in Bangla and English.

Beginner in Japanese and Korean.

DECLARATION:

I, the undersigned, declare that the information provided in this resume is true to the best of my belief and knowledge and correctly describe myself.