# Maliha Tayaba

Patuakhali Science and Technology University, Dumki, Patuakhali

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## 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.
- Have working environment at home, fast and stable internet connection and laptop.
- 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.

## EDUCATIONAL QUALIFICATION:

B.Sc. in Nutrition and Food Science from Patuakhali Science and Technology University in 2021 to present (3$^{rd}$ 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:

- Web design and development      Duration: 4 months      Institute: Dreamland IT.
- Basic web development      Duration: 2 months      Institute: EDGE (Enhancing Digital Government and Economy) Program.

## 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](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.

## SOFTWARE SKILLS:

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

## LANGUAGE SKIILS:

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.