Md. Ariful Islam
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Objective

A proficient professional with expertise in MS Word, MS Office, MS PowerPoint, and data entry. Experienced in handling complex documentation, streamlining workflows, and delivering accurate and timely results. Adept at multitasking, ensuring efficiency, and contributing to organizational success with precision and attention to detail.

Education

Higher School Certificate Examination (H.S.C)
Institution Name : Nilphamari Govt. College, Nilphamari
Board : Dinajpur Education Board
Group : Science
Result : 3.83(out of 5.00)
Passing Year: 2018

Secondary School Certificate Examination (S.S.C)
Institution Name : Charaikhola School And College
Board : Dinajpur Education Board
Group : Science
Result : 5.00(out of 5.00)
Passing Year : 2016

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.

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

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

Certifications

- **Computer Fundamentals and Office Applications Training**

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