Mehedi Galib

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Professional Summary

- **Data Entry Precision:** Expertise in managing large volumes of data with a strong emphasis on accuracy and organization.
- **Detail-oriented:** A keen eye for detail, ensuring all tasks are completed with a high level of precision.
- **Efficiency:** Ability to deliver results quickly and reliably through intelligent working methods.
- **Advanced Tools and Shortcuts:** Proficient in using advanced tools and shortcuts to enhance productivity and efficiency.
- **Confidentiality and data security:** Committed to keeping sensitive information confidential and adhering to data privacy.
- **Handling sensitive information:** Experienced in managing sensitive data with the utmost care and discretion.
- **Continuous improvement:** Dedicated to staying up-to-date on industry trends and continuously improving skills.
- **Professionalism:** Approach every project with a professional mindset, ensuring exceptional results.
- **Meeting deadlines:** Capable of managing complex data sets and consistently meeting tight deadlines.
- **Industry awareness:** Stay informed about the latest trends and best practices in data management & entry.

Education

- **MSc. in Computer Engineering** Spring 2021 - Spring 2023
  University of Maryland Baltimore County, USA, CGPA: 3.97/4.00 . Transcript, Dissertation.
- **MSc. in Electronics and Radio Engineering** Spring 2013 - Fall 2015
  Kyung Hee University, South Korea, CGPA: 4.10/4.30. Transcript, Dissertation.
- **BSc. in Electrical and Electronic Engineering** Spring 2008 - Fall 2012
  Islamic University of Technology, Dhaka, Bangladesh, CGPA: 3.98/4.00. Transcript, Dissertation.

Skills

- **Web data entry** : Article posting, Blog posting, Post formatting, Product uploading from CSV, Product updates.
- **Application** : MS office, MS Word, MS Excel, MS PowerPoint, MS access, MS Visio, Latex, Figma, Canva, Google form, Google Sheet, Google slides.
- **Web programming** : HTML, CSS, JavaScript, React.
- **Languages** : Python, C, C++, Assembly language, NodeJS, R.
- **Script** : Perl, TCL, Make, Linux OS, Shell(bash).
- **Version control** : GitHub, SVN, BitBucket.
- **Soft skill** : Leadership, Adaptability, Communication, Goal-Oriented, Problem-Solving, Technical Writing/ Documentation.

Work Experience

File conversion (GitHub Link) **Maryland, USA.**
Online Platform. *Present*

- **Converting PDFs to Excel or CSV:** Extracting tabular data from PDFs into a spreadsheet format.
- **Converting images to text (OCR):** Using Optical Character Recognition to convert scanned documents or images into editable text.
- **Spreadsheet format conversions:** Changing formats like Excel (.xlsx) to CSV (.csv) or vice versa.
- **Text to structured data:** Parsing unstructured text files into structured formats for easier data entry.

Web data Entry (GitHub Link) **Maryland, USA.**
Online Platform. *Present*

- **Form filling:** Manually entering data into web forms, such as customer information, product details, or survey responses.
- **Uploading files:** Adding documents, images, or other files to a web application.
- **Copy-pasting:** Transferring data from one source (e.g., spreadsheets, documents) to a web-based platform.
- **Data validation:** Ensuring that the entered data meets specified formats or criteria, often using built-in validation rules in web forms.

Data Scraping (GitHub Link) **Maryland, USA.**
Online Platform. *Present*

- **Product data:** Extracting detailed product information from e-commerce websites, online marketplaces, or other platforms using web scraping techniques.

Data Extraction (GitHub Link) **Maryland, USA.**
Online Platform. *Present*

- **Extraction specific information:** Retrieving specific data from various sources, such as databases, documents, websites, or other structured and unstructured data sources, to use for analysis, reporting, or migration.

Data Collection for ML models (GitHub Link) **Maryland, USA.**
Online Platform. *Present*

- **Source Data:** Gather relevant data from diverse sources such as databases, APIs, web scraping, or sensors.
- **Label Data:** For supervised learning, ensure accurate labeling of data with correct outcomes or categories.
- **Ensure Data Quality:** Focus on collecting clean, consistent, and representative data to avoid biases.
- **Collect Diverse Data:** Gather data that covers a wide range of scenarios to improve model generalization.
- **Ethical Considerations**: Ensure data privacy, consent, and compliance with legal regulations.