Nifad Hasan Eimu

nifadhasanh21@gmail.com
Sadar, Dinajpur

Cell No:01820-068979
LinkedIn: www.linkedin.com/in/nifad-hasan-h21

PROFILE

Detail-oriented and fluent English speaker with strong grammar, spelling, and editing skills. Currently pursuing a B.Sc. in Software Engineering at Daffodil International University. Skilled at proofreading, formatting, and delivering accurate documents under deadlines. Strong academic background combined with excellent time management, independent work habits, and commitment to confidentiality. Seeking to contribute professional transcription editing services as an independent contractor.

EDUCATION

Daffodil International University | Dhaka   **Present**

B.Sc. in Software Engineering (SWE)

1st Semester SGPA: 3.56
2nd Semester SGPA: 3.85
3rd Semester SGPA: 3.81
                                                                                                                              2021-2023

Higher Secondary School Certificate | Dinajpur

Dinajpur Adarsha College
Subject: Science
GPA: 4.08

Secondary School Certificate | Dinajpur   **2020-2021**

Police Line High School, Dinajpur
Subject: Science
GPA: 4.89

Junior School Certificate | Dinajpur   **2018**

Police Line High School, Dinajpur
GPA: 4.57

Relevant Coursework & Projects

- Prepared structured reports and project documentation with focus on formatting and accuracy

- Experience in proofreading assignments and editing presentations for clarity

- Worked on group projects requiring detailed note-taking, editing, and deadline management

ADDITIONAL SKILLS

Language & Communication: Fluent in English (strong grammar & writing), Bangla (native), Hindi (fluent)

Editing & Proofreading: Skilled in reviewing and formatting documents with accuracy

Attention to Detail: Careful with numerical data, speaker identification, and terminology

Technical Tools: Proficient in Microsoft Word, Excel, PowerPoint, Google Docs

Time Management: Ability to work independently, manage flexible schedules, and meet deadlines

Research: Able to verify technical terms and ensure accurate documentation

TECHNICAL SKILLS

Programming: C, C++, Java

Web Development: HTML, CSS, JavaScript

Productivity: Microsoft Office Suite (Word, Excel, PowerPoint)