

# Nabanita Saha

**Address: 1310A Nesbitt Drive, Sudbury, ON P3E 6A8**

**Cell: 204-595-7230**

**Email: trinasaha1234@gmail.com**

---

## Career Objective

To work in a dynamic professional environment with a growing organization and utilize my academic skill, creativity and innovative thinking for benefit of the organization and myself.

---

## Summary of Skills

- Skilled in MySQL, Linux, IOS, Oracle, JIRA, Azure, Selenium
- Experienced in Computer software, Database system, networking, and graphic designing
- Report preparation Microsoft office Word, Excel, Outlook, PowerPoint, Visual Studio
- Extensive experience in computer, administrative, & IT support
- Skilled in preparing report, presentation, agenda, spreadsheet, employee database, etc.
- Skilled in time management and planning strategically
- Excellent verbal and written communication skill
- Highly organized - able to multi-task and accomplish multiple objectives
- Detail-oriented, team player, and able to work in a time-sensitive fast-paced environment

---

## Certifications

- Advanced SQL Database Administration with MySQL Workbench
- The Complete Oracle SQL Certification Course
- Agile Testing & Project Management by Jira Cloud
- Cloud Computing Core Concepts
- Microsoft SQL Server 2019 Essential Training
- Software Testing Foundations throughout The SDLC
- Console base programming C# and Python
- HTML, CSS & JavaScript Essential Training

---

## Work Experience

**IT Support Assistant, Anadadhara Housing Limited, Bangladesh**

**Nov 2016 - Feb2018**

- Maintained the office database system
- Installed, & operated different software for data processing, graphics, & utility purposes
- Maintained financial records, inventory of office supplies, electronic systems
- Prepared various official documents, reports, presentations, meeting agendas & minutes
- Prepared expense reports for all travel and general monthly expenses
- Experienced in various software; Microsoft Office Word, Excel, Outlook, & PowerPoint

---

## Education

---

- **Diploma in Software Engineering Technology** (2023- Present)  
(GPA: 4.365)  
Centennial College, Ontario, Canada
- **B.Sc. in Computer Science and Software Engineering** (2013-2017)  
American International University-Bangladesh, Dhaka, Bangladesh
- **Higher Secondary Certificate (HSC):** BAF Shaheen College Tejgaon , Dhaka 1206
- **Secondary School Certificate (SSC):**BAF Shaheen College Tejgaon , Dhaka1206

---

## Skills Profile

---

### Technical:

- **Software:** Microsoft Visual Studio Code, Office Word, Excel, and Outlook
- **Experienced in working with** Intuitive ERP system and Power Point
- **Operating system:** Windows XP/7/8/10, Linux, Oracle, MySql, JIRA, Selenium
- Strong interpersonal, verbal and written communication skills
- Work independently and effectively in multitask environment
- Team player, organized, self-motivated, and willing to learn new skill

---

## Volunteer Experience

---

- Member of AIUB Computer Club, American International University –Bangladesh
- Member of AIUB Photography Club, American International University –Bangladesh
- Member of UMBSA-University of Manitoba Bangladesh Student Association

---

## Language Proficiency

---

- Successfully completed English Language Test (IELTS: Band Score: 6.5)
- Bengali as Mother Tongue, Hindi, Urdu

---

## Interests

---

- Social Networking, Photography, Drawing, Singing, Traveling, and Graphics designing