

PARESH CHANDRA ROY

Halhalia, Mirjagonj-5340

Domar, Nilphamari

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Objective

A dedicated and motivated professional with expertise in computer fundamentals and office applications. Eager to apply my skills and knowledge to contribute effectively in a dynamic work environment.

Education**BA Honours In English Literature And Language**

University name : Nilphamari Govt. College, nilphamari

Session : 2018-19

Result : 2.70 (Out of 4.0)

Passing year : 2024

Higher School Certificate Examination (H.S.C)

Institution name : Mirjagonj Collage, Domar

Board : Dinajpur Education Board

Group : Arts

Result : 3.58 (out of 5.00)

Passing Year : 2018

Secondary School Certificate Examination (S.S.C)

Institution name : Bakdokra Ideal School

Board : Dinajpur Education Board

Group : Arts

Result : 4.56 (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:05.01.2025

- 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.
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Technical Skills

- **Office Applications:** Microsoft Word, Excel, PowerPoint
 - **Computer Fundamentals:** Hardware and software basics, troubleshooting
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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Basic computer troubleshooting
 - Understanding of digital government services
 - Excellent communication and teamwork abilities
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Project

Project Title: "Educational Data Analysis for Academic Improvement"

Description:

Conducted an in-depth analysis of educational data to identify patterns and insights for improving academic performance. Utilized tools like Microsoft Excel and Power BI to process and visualize data, focusing on student attendance, grades, and engagement metrics. Developed actionable recommendations to optimize teaching strategies and resource allocation based on the findings. The project emphasized data-driven decision-making, critical thinking, and proficiency in handling large datasets, contributing to meaningful educational outcomes.

Certifications

- **BDGE**
 - **BA Honours(English Literature And Language)**
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Work Experience

1. Participation in Training

I participated in a training on Enhancing Government & Economy (EDGE) Project.

3. Event Management Experience

I was a part of the organizing team for our university's annual cultural event.

5. Creative Skills

I have experience in designing promotional materials for events using Canva

7. Community work

I actively participated in tree plantation drives in our community.

8. Soft Skills Development

I developed strong communication skills through my role as a student mentor.

Languages

I can speak both Bangali and English perfectly and beautifully

Reference

Name - Md. Jahangir Alam

Organization - Nilphamari Govt College

Designation - Associate Professor Of Chemistry