



NILOY MAJUMDER

About Me

Experienced Data Entry Operator with a proven track record at Rayns Archives Limited in Dhaka, Bangladesh. Demonstrated expertise in handling sensitive material, compiling and documenting statistical information, and generating detailed reports. Proficient in Microsoft Office and skilled in multitasking, editing, and meeting deadlines. Known for being a dedicated team player with a keen eye for detail. Seeking to leverage data entry skills to contribute effectively to future projects. Experienced in handling large volumes of data with precision and accuracy. Known for quick learning and adapting to new software tools and systems. Committed to maintaining confidentiality and accuracy in data management tasks.



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Bangladesh

Language

- English
- Bangali

Experience

Rayns Archives Limited Dhaka, Bangladesh 2020 - 2021

- Communicated progress on job tasks toward project milestones.
- Compiled and documented statistical information for weekly reports.
- Regularly generated and printed reports to monitor activity and changes.
- Gathered and reviewed information to gauge accuracy and clarity.

Education

Bangladesh University of Business & Technology

C.Sc in Engineering,
Computer Science & Technology,
2022-Running

Dhaka Polytechnic Institute

Diploma in Engineernig,
Computer Technology
2016 - 2021

Motijheel Model High School & College

SSecondary School Certificate,
Group- Science
2010-2016

Skills Summary

- Sensitive material handling
- Detail focused
- Multitasking proficiency
- Deadline-oriented
- Microsoft Office proficiency
- Editing
- Dedicated team player