

**SANJANA ISLAM**

**MIM**

Microsoft Office Learner

**Education**

**Mawlana Bhashani Science and Technology University**

**Kumudini Government College**

**Laboratory Assistant**

**September, 2024**

Bachelor of Chemistry

Science

XYZ Laboratories,Dhaka

Pursuing

5.00

**(2022 -Present)**

**(2018 -2020)**

**(2022 -2023)**

**Introduction to Microsoft Word**

**Contact**

Enthusiastic and detail-oriented undergraduate specializing in Chemistry, with a passion for scientific research and practical applications. Skilled in analytic techniques, laboratory work and chemical data interpretation. Demonstrates strong problem-solving abilities and a commitment to environmental sustainability through innovative chemical solutions.

**Skills**

**About Me**

Bangla

English

**Language**

Assisted in conducting qualitative and quantitative chemical analyses.

Maintained accurate records of lab experiments and ensured compliance with safety protocols.

Enhanced proficiency in document formatting, editing and professional report creation using Microsoft Word.

**Professional Experience**

Tangail Sadar, Tangail

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+8801776293726

Organic Synthesis

Material Characterization

Chemical Reaction Mechanism

Time Management

Presentation Skills

Critical Thinking

Problem-solving

Team Collaboration

Supported research project related to environmental chemistry.

**Short Courses**

**September, 2024**

**Introduction to Microsoft Excel**

Developed expertise in data analysis, spreadsheet management, and advanced formula creation using Microsoft Excel.