**SHILA AKTER**  
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Github - https://github.com/shilashila1998

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Fiverr - https://www.fiverr.com/sellers/shila1998

**Objective**

A proficient professional with expertise in MS Word, MS Office, MS PowerPoint, and data entry. Experienced in handling complex documentation, streamlining workflows, and delivering accurate and timely results. Adept at multitasking, ensuring efficiency, and contributing to organizational success with precision and attention to detail.

**Education**

**B.S.S Honours**

University name : National University

Department name : Econimics

Session : 2017-2018

Result 2.79 (Out of 4.0)

Passing year : 2021

**Higher School Certificate Examination (H.S.C)**

Institution name : Domar Govt. Women College

Board : Dinajpur Education Board

Group : Humanities

Result : 3.42(out of 5.00)

Passing Year : 2017

**Secondary School Certificate Examination (S.S.C)**

Institution name : Atiabari High School

Board : Dinajpur Education Board

Group : Science

Result : 4.22(out of 5.00)

Passing Year : 2015

**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 of Completion - 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.

**Technical Skills**

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

**Projects:**

**Academic Marksheet**

I make an academic mark-sheet using MS Office 2016.

**Salary Sheet**

I make an academic mark-sheet using MS Office Excel 2016.

**Hostel Maintenance Sheet**

I make a Hostel Maintenance Sheet using MS Office Excel 2016

**Biography Presentation**

I make a biography presentation using MS Office PowerPoint 2016

**Certifications**

* **Computer Fundamentals and Office Applications Training**

**Languages**

* English (Fluent)
* Bangla (Fluent)

**References**

**Reference: 01**

Name - Md Yousuf Ali

Organization - Nilphamari Govt College

Designation - Lecturer Of ICT

**Reference: 02**

Name - Md. Jahangir Alam

Organization - Nilphamari Govt College

Designation - Associate Professor Of Chemistry