

Sumaya Akter

Shahipara, Nilphamari Sadar

Nilphamari, 5300

Phone - 01791851145

Email – sumaya.akter.zoology@gmail.com

Github – <https://github.com/sumaiya1145>

Linkedin - <https://bd.linkedin.com/in/sumaya-akter-9225b1347>

Fiverr - <https://www.fiverr.com/sumaiya1145>



Objective

A passionate and detail-oriented Zoology student with expertise in biological sciences and a strong proficiency in MS Word, MS PowerPoint, and MS Excel. Adept at performing research, data analysis, and presenting scientific findings effectively. Seeking an opportunity to apply my academic knowledge, technical skills, and organizational abilities in a dynamic and professional environment, with a focus on research, data management, and presentation.

Education

Bachelor of Science

University name : Nilphamari Govt. College

Department name : Zoology

Session : 2019-2020

Higher School Certificate Examination (H.S.C)

Institution name : Nilphamari Govt. Women Collage, Nilphamari

Board : Dinajpur Education Board

Group : Science

Result : 4.17(out of 5.00)

Passing Year : 2020

Secondary School Certificate Examination (S.S.C)

Institution name : Al-Faruque Academy,Saidpur

Board : Dinajpur Education Board

Group : Science

Result : 4.36 (out of 5.00)

Passing Year : 2017

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

Phone - 01773926612

Reference: 02

Name - Md. Jahangir Alam

Organization - Nilphamari Govt College

Designation - Associate Professor Of Chemistry

Phone - 01761904691