

# Mosa. Tania Islam

New Babupara, Nilphamari Sadar

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## CAREER OBJECTIVE

A proficient professional with expertise in MS Word, MS Excel, MS Access, MS PowerPoint, Data entry, Data analytic and Data processing, also Digital marketing experience. 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.

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## EDUCATION

### Masters of Arts (MA) in Bangla.

University name: National University

Department name: Bangla

Session: 2020-2021

Result: CGPA- 2.94 (Out of 4.0)

Passing year: 2021

### Bachelor of Arts (BA) in Bangla.

University name: National University

Department name: Bangla

Session: 2016-2017

Result: CGPA- 2.95 (Out of 4.0)

Passing year: 2020

### Higher School Certificate (H.S.C)

Institution name : Nilphamari Govt. Women College

Board : Dinajpur

Group : Humanities

Result : GPA- 3.42 (out of 5.00)

Passing Year : 2016

### Secondary School Certificate (S.S.C)

Institution name : Chaatnai High School, Nilphamari

Board : Dinajpur

Group : Science

Result : GPA- 3.63 (out of 5.00)

Passing Year : 2014

## 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.

### **Computer Operation**

Organized by Bureau of Manpower, Employment and Training (BMET)

Institute name: Nilphamari Technical Training Centre.

- Gained proficiency in basic computer operations and Microsoft Office applications.
- Hands-on experience with tools like Word, Excel, Access, PowerPoint, and others.
- Learned essential skills for digital government services and economic applications.
- Learned essential skills Adobe Photoshop, Adobe Illustrator and Hardware maintenance.

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## 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

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## 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
  - Computer Operation
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## LANGUAGES

- English (Fluent)
  - Bangla (Fluent)
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### 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

Date: 22-01-2025



Signature