


Resume of

Md. Iqbal Miah

 +8801739-474297

 dm.iamiqbal@gmail.com

 Dakshin Surma, Sylhet, Bangladesh-3100.



CAREER OBJECTIVE:

A dedicated and detail-oriented Computer Operator with over 8 years of experience in MS Word, Excel, PowerPoint, typing, and various online tasks. Seeking a position where I can utilize my technical skills and contribute to the efficient operation of your organization.

WORK EXPERIENCE:

Computer Operator & Data Entry Specialist

Jan 2016 to Present | Taltola, Sylhet Sadar-3100.

- Preparing and formatting question papers using MS Word and other tools.
- Handling various types of online registration and data submission processes.
- Proficient in emailing, browsing, and performing research on the internet.
- Skilled in various typing-related tasks in both Bangla and English with accuracy.

TECHNICAL SKILLS:

- MS Word (Advanced Formatting, Typing)
- MS Excel (Data Entry)
- PowerPoint (Slide Design)
- Typing Speed: 38-45 WPM (Bangla & English)
- Email & Internet Browsing
- PDF Editing & File Conversion
- Basic Graphic Editing (Canva, Photoshop)
- Online Apply for admission in School / College / University / Jobs
- Indian Visa Application & Etc.

EDUCATIONAL QUALIFICATION:

SSC (Secondary School Certificate)

- Silam P.L Multi High School
- Passing Year: 2015

HSC (Higher Secondary Certificate)

- Dakshin Surma Govt. College (BOU)
- Passing Year: 2020

LANGUAGE PROFICIENCY:

Fluent in Bengali (Native) and English (Basic Communication Skills).

PERSONAL INFORMATION:

- Self : Md Iqbal Miah
- Father's Name : Md Ahmed Ali
- Mothers Name : Mst. Maya Begum
- Date of Birth : 03rd April 1999
- Nationality : Bangladeshi
- Religion : Islam
- Marital Status : Unmarried
- NID : 6007672006
- Blood Group : AB+ (positive)
- Present Address : Silam Pochtim Para, Dhaksin Surma, Sylhet-3100.

DECLARATION:

I hereby declare that all the information provided in this CV is true and correct to the best of my knowledge and belief. I bear the responsibility for the correctness of the above-mentioned particulars.

REFERENCES:

Marroof Ahmed

Owner of

Pen & Pencil Stationary Gift Shop – Sylhet

Mobile: +88 01580-429807

Email: penandpencil.bd@gmail.com

Relationship: Brother

(Md Iqbal Miah)

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Signature