



# TANIM AHMED

## COMPUTER OPERATOR

### Profile

Experienced Computer Operator with fast typing speed and exceptional attention to detail. Digitalises documents and verifies data integrity to maintain accurate records. Applies excellent organisation and planning skills to complete tasks to deadlines.

### Skills

- Typing
- Graphic Design
- Project Management
- Data Entry
- Documentation
- Customer Service

### Work Experience

### Education History

#### ↪ Bachelor of Social Science 2019 - Present

Sylhet Government College

#### ↪ Higher Secondary Certificate 2017 - 2018

Modan Mohan College, Sylhet

### Languages

- English
- Bangla

### Contact Info

- ☎ +8801322023336
- ✉ ahmedtanim514@gmail.com
- 🏠 Salia, Shalutikar-3100, Airport, Sylhet

#### ↪ Computer Operator/Typist Silk Road Supply Chain, Aug 2017 - Dec 2019

- Prepared and typed documents, with an accuracy rate of 98.5%.
- Performed administrative tasks including sorting mail, ordering office supplies and copying and scanning documents for filing, maximising overall team efficiency.

#### ↪ Data Entry Operator Golden Harvest Infotech Ltd, Feb 2023 - Oct 2023

- Created and maintained company records and used software to review and monitor data.

#### ↪ Computer Operator/Typist Sylhet Metro BD, Sylhet, Feb 2024 - Jul 2024

- File Processing for Canada Visit Visa.
- Prepared and typed clients documents properly.