

Shahin sheikh

📍 Nilfa, Tungipara, Gopalganj

📞 01745885206

✉️ skshahinsheikh532@gmail.com



Career Objective

Motivated BA Graduate seeking a challenging position in an organization. Skilled in MS Word, MS Excel, MS PowerPoint, Data Entry, and Documentation. Eager to contribute with strong responsibility, communication skills, and quick learning ability.

Experience

Total Year of Experience: 0.3 yrs

1. **2month (0.2 yrs)**

(15 Feb, 2026 - 26 Apr, 2026)

Disa

Mirpur sare agaro pallabi

Area of Expertise

Field Operation (2 months)

Duties/Responsibilities

- Conducted field visits and collected beneficiary data - Performed data entry and maintained records using MS Excel and MS Word - Prepared daily, weekly and monthly field reports - Coordinated with local community and supported program implementation - Assisted in documentation and file management for branch operations

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Arts (BA)	Humanits	Govt bangabandh college gopalganj	2.71 out of 4	2022	4	
HSC	Humanits	Govt bangabandh college gopalganj	3.5 out of 4	2018		
SSC	Arts	Nilfa Boyra High School	3.78 out of 5	2016		

Career and Application Information

Preferred Job Category : NGO/Development
Looking For : Entry Level Job
Present Salary : Tk. 0
Expected Salary : Tk. 22000
Preferred District :

Skill

Fields of Skill	Description
• HR & Training	MS Word, MS Excel, MS PowerPoint, MS Access, Data Entry, Internet Browsing, Email Communication, Bengali Typing, English Typing, Documentation, File Management, Basic Accounting, Team Work, Communication, Quick Learning

Personal Details

Father's Name	:	Liakat sheikh
Mother's Name	:	Mamataj Begum
Date of Birth	:	03 Oct, 2000
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Bangladeshi
National Id No.	:	5108686881
Religion	:	Islam
Current Location	:	Nilfa, Tungipara, Gopalganj
Blood Group	:	AB+
Height (Meter)	:	5.9
Weight (Kg)	:	65