

MD. NAZMUR RAHAMAN BISSWAS DIPU

Entry-Level Administrative Assistant | Proficient in MS Office & Communication

Cell: +88 01556329357, +88 01870425912 | Email: nrtedu11@gmail.com

Present Address: BTCL, Vina, Magura Sadar, Magura Permanent Address: Village: Balidia,
P.O: Balidia, Upazila: Mohammadpur, District: Magura Date of Birth: 6th February 1998



Career Objective

As a motivated Philosophy graduate with strong foundational computer skills and an English-medium academic background, I aim to secure an entry-level position in a reputable organization where I can contribute to administrative efficiency and digital operations. My goal is to apply my knowledge of Microsoft Office and report writing to improve documentation accuracy and workflow processes by at least 20% within the first year. Eager to learn, adapt, and grow, I am committed to becoming a dependable team member while enhancing my professional competencies to take on greater responsibilities within 12–18 months.

Education

Bachelor of Arts in Philosophy, National University Bangladesh | CGPA: 2.51/4.00 | 2020

Higher Secondary Certificate in Humanities, Magura H.S.S College Magura | GPA: 2.42/5.00 | 2016

Secondary School Certificate in Humanities, Magura Govt. High School | GPA: 3.25/5.00 | 2013

Key Skills

Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Microsoft Access | Internet Browsing | Email Communication | Report Writing | Presentation Preparation | Data Entry | Basic Computer Troubleshooting | English Language Proficiency | Document Formatting | Basic Database Management | Communication | Adaptability | Attention to Detail | Time Management | Problem Solving | Teamwork | Willingness to Learn | Self-Motivation | Reliability | Critical Thinking

Training & Certification

Computer Training Course – Completed at Jubounnoyon, Duration: 6 Months, January 2021 – June 2021

Interests

Philosophy and Critical Thinking | Report Writing and Presentation Development | Technology and Computer Applications | Continuous Learning and Skill Development | Community Engagement and Personal Growth

Language Proficiency

English: Working proficiency in Reading, Writing, Speaking and Listening

Bengali: Native Speaker

References

Available upon request