

CURRICULUM VITAE

JANE ALAM

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PS: Boalkhali, Dist: Chattogram, Bangladesh



CAREER OBJECTIVE

Dedicated and organized professional with **4+ years of experience** as a Computer Operator. Seeking to leverage my expertise in Office Management, accounting background, and technical skills to contribute effectively to your organization while further developing my professional career.

CORE COMPETENCIES

- **Technical:** MS Word, Data Entry, Office Management, Computer Operation.
- **Soft Skills:** Communication (English & Bengali), Problem Solving, Team Collaboration.
- **Accounting:** Financial record-keeping and basic accounting principles.

PROFESSIONAL EXPERIENCE

Computer Operator | Haji Abul Hosen Nur Nahar High School] October 20, 2021 – Present

- Managing daily school records and administrative tasks using advanced computer skills.
- Maintaining office documentation and data management with high accuracy.
- Handling correspondence and reports in English and Bengali.

EDUCATIONAL BACKGROUND

Bachelor of Business Administration (B.B.A) in Accounting
National University | Year: 2023 | **Result: 3.07/4.00**

Higher Secondary Certificate (HSC) - Business Studies
Sir A.T Govt. College | Year: 2018 | **Result: 3.83/5.00**

Secondary School Certificate (SSC) - Business Studies
Hajee Asgor Ali High School | Year: 2016 | **Result: 3.89/5.00**

PROFESSIONAL CERTIFICATIONS & ACTIVITIES

- **Certification:** Professional Certificate in Office Management.
- **Academic Distinction:** Active participant in **Rover Scout**.
- **English Proficiency:** Reading (Excellent), Speaking (Good), Writing (Average).

PERSONAL INFORMATION

- **Father's Name** : Jalal Ahmed
- **Mother's Name** : Jahanara Begum
- **Blood Group** : A+
- **Date of Birth** : March 13, 2000
- **NID NO** : 9161527206
- **Nationality** : Bangladeshi

(Jane Alam)