

H. M. LABIB

PROFESSIONAL SUMMARY

Detail-oriented Data Entry Analyst with strong proficiency in Microsoft Excel and Google sheets, specializing in data cleaning, validation and reporting. Adept at managing large database, maintaining accuracy and improving data workflows for better business insights. Proven ability to deliver precise, timely results in fast-paced environments.

ABILITIES

I'm confident in my communication skills, customer service, sales management and teamwork abilities.

I have a very good fluency in speaking, reading, writing and listening to the following languages ; **Bengali & English.**

KEY SKILLS

DATA ENTRY AND MANAGEMENT.

Accurate and efficient data input, data cleaning and updating systems.

MICROSOFT EXCEL

Advance formulas, charts, data validation, conditional formatting.

GOOGLE SHEETS

Collaboration, real-time data updates, formulas and dashboard creation.

TIME MANAGEMENT

Handling multiple projects with strong attention to deadlines and details.

EDUCATION

DHAMRAI GOVT. COLLEGE & UNIVERSITY – BBA | GRADUATION COMPLETE -2027(EXPECTED)

Currently pursuing a BBA degree in MANAGEMENT.

AFAZUDDIN SCHOOL AND COLLEGE - HSC - 2022

GPA 4.25 out of 5.00

DHAMRAI HARDINGE HIGH SCHOOL AND COLLEGE - SSC - 2020

GPA 3.72 out of 5.00

ADDITIONAL INFORMATION

- Typing speed: 60+ WPM
- Availability: Full time or remote freelance projects.

PERSONAL INFORMATION

Name : H. M. Labib

Date of birth : 10/01/2005

Height : 5'9"

Weight : 60 KG

NID No : 3774751360

Blood group : B+

Permanent Address : Bilkushnai, Jadabpur, Dhamrai, Dhaka.

DECLARATION

I am sincere, honest, hardworking, self-motivated and reasonably presentable person having positive attitude towards working with good interpersonal relations with different nationals and religions.