

MAHATABUL Islam

Business student
MS Office & Power BI



About Me

Dedicated BBA student with a strong foundation in business fundamentals and practical skills in MS Office and Power BI. I enjoy working with data, creating reports, and presenting information clearly and efficiently. Known for my strong communication, adaptability, and problem-solving mindset, I aim to contribute effectively to part-time or remote projects while continuously learning and improving my professional skills

Education:

Pursuing a Bachelor Of Business
Administration
With a future goal of an MBA in Finance

Professional Experience:

Freelance (Microsoft Office)

August 2024 - Present | Independent
Freelancer

- Provided remote administrative support to clients, managing data entry and document standardisation using MS Word and Google Sheets
- Portfolio: mahatabulsalam.space

Junior Graphic Designer

July 2023 - December 2024| Private
Organisation

- Designed branding materials, marketing collateral, and digital assets, resulting in a 20% increase in client engagement.
- Oversaw multiple design projects at once, ensuring timely completion and compliance with brand guidelines.

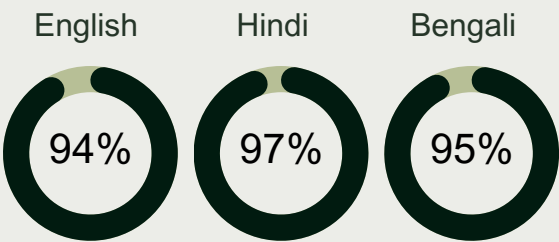
Skills:

Microsoft Office	96%
Microsoft Excel	89%
Microsoft PowerPoint	92%
Google Sheets	83%
Power BI	92%

Soft Skills:

Communication	★★★★★
Problem Solving	★★★★☆
Adaptability	★★★★★
Time Management	★★★★☆
Teamwork	★★★★☆

Language:



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