

MAHFUJ IBN MIJAN

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EDUCATION

National Skills Development Authority (NSDA)

Chief Adviser's Office, Bangladesh
Expected to graduate in 2022
CGPA: 4.0/4.0

Diploma in Engineering Computer Science & Technology

BTEB
2022-2023
GPA: 3.8/4.0

PROJECTS

Corporate Report Formatting

Advanced Document Design
Optimized a 50-page annual report with complex tables and professional styling for a client.

Customer Feedback System

Designed interactive forms to streamline customer data collection and improve user experience.

OBJECTIVE

Seeking a challenging role as a **Virtual Assistant** to leverage my extensive skills in document management and client satisfaction.

EXPERIENCE

Document Specialist

Freelance

January 2019 - Present

- Developed branded templates for clients, enhancing their document consistency and professionalism.
- Created interactive fillable PDF forms for efficient data collection in various industries.
- Executed high-fidelity PDF conversions while preserving original formatting for archival projects.
- Managed advanced PDF editing tasks, improving document accessibility and compliance.

Virtual Assistant

Freelance Document Services

January 2019 - Present

- Engineered high-stakes corporate documents ensuring brand consistency and visual hierarchy.
- Collaborated with clients to meet tight deadlines while maintaining a 100% satisfaction rate.
- Implemented automation features in documents to enhance efficiency and accuracy for users.

VOLUNTEER WORK

Community Organizer

Local Non-Profit Organization

June 2020 - December 2021

- Coordinated community events to promote local awareness and engagement.
- Assisted in document creation to support fundraising efforts and outreach programs.
- Led workshops on digital literacy, helping participants improve their skills and resources.