

TANJIM JARIN

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PROFESSIONAL SUMMARY

Accomplished **Data Entry Professional and Web Developer with 3+ years of experience** in managing high-volume data, ensuring record integrity, and developing responsive digital solutions. Expert in utilizing Microsoft Office and Excel to maintain critical records while identifying inconsistencies to optimize database efficiency. Proven track record in collaborating on quality assurance protocols and supporting complex report generation for diverse technical systems.

CORE COMPETENCIES

Data Administration:	Data Entry, Verification, Integrity, Validation, Record Management.
Office Productivity:	Advanced Excel, Microsoft Office, MS Word, Typing (35+ WPM).
Web Technologies:	HTML5, CSS3, JavaScript, Bootstrap, Responsive Web Design, React.
Technical Systems:	Database Management, Django, PHP, WordPress, Report Generation.

KEY PROJECTS

Responsive Web Development: Developed multiple cross-browser compatible websites using HTML, CSS, and JavaScript, focusing on user interface and navigation.

WordPress Management: Built professional business landing pages and managed content delivery systems.

Web Applications: Created functional web applications using the Django framework and designed frontend components with React.

Data Accuracy: Successfully completed structured data entry tasks with high precision and attention to detail.

EDUCATION

Honours 1st Year in Zoology

Bhawal Badre Alam Govt. College, Gazipur

Higher Secondary Certificate (HSC) in Science | GPA: 5.00

Sreemangal Govt. College

Secondary School Certificate (SSC) in Science | GPA: 4.94

Sreemangal Govt. Girls High School

LANGUAGES

- Bangla:** Native
- English:** Intermediate (Professional Working Proficiency)

CAREER GOAL

To establish myself as a professional Full Stack Web Developer and Digital Freelancer by delivering high-quality web solutions and building long-term client relationships on global freelance platforms like Fiverr and Upwork.