

MD. NAFIS MUSFIQ SIAM

ASPIRING REMOTE PROFESSIONAL | B.PHARM STUDENT

📍 Dhaka, Bangladesh | 📞 +880 1988-183564 | ✉️ nafismusfqsiam12@gmail.com
🔗 LinkedIn: [linkedin.com/in/nafis-musfiq-siam](https://www.linkedin.com/in/nafis-musfiq-siam) | 🖥️ GitHub: [nafismusfqsiam12.github.io](https://github.com/nafismusfqsiam12)

PROFESSIONAL SUMMARY

Motivated and detail-oriented Bachelor of Pharmacy student at North South University with advanced proficiency in Microsoft Excel, Microsoft Word, Google Docs, Google Sheets, and professional email communication. Strong organizational skills, excellent attention to detail, and a fast learner seeking an entry-level remote position as a Virtual Assistant, Administrative Assistant, AI Data Annotator, Customer Support Representative, or Data Entry Specialist.

EDUCATION

Bachelor of Pharmacy (B.Pharm) — North South University (NSU)

Admission Year: 2024 | Dhaka, Bangladesh

Higher Secondary Certificate (HSC) — Chuadanga Government College

Result: GPA 5.00 / 5.00 | Science Group (Jessore Board)

Secondary School Certificate (SSC) — Victoria Jubilee Govt High School

Result: GPA 5.00 / 5.00 | Science Group

SKILLS & COMPETENCIES

Technical Skills:

- Microsoft Excel (Advanced)
- Microsoft Word & PowerPoint
- Google Sheets & Google Docs
- Data Entry & Internet Research
- ChatGPT & AI Automation Tools
- File & Inbox Management

Soft Skills & Strengths:

- Meticulous Attention to Detail
- Fast Learner & Adaptable
- Strong English Communication
- Time Management & Reliability
- Problem Solving & Work Ethic
- Team Player & Confidentiality

PRACTICAL PORTFOLIO PROJECTS

- **Corporate Expense Tracker:** Created dynamic KPI dashboards with automated SUM/SUMIF formulas in MS Excel.
- **Sales Pipeline Dashboard:** Built sales stage tracking and win-rate analysis spreadsheets compatible with Google Sheets.
- **Inventory & Database Management:** Designed stock control systems, HR employee records, and automated invoice generators.

CAREER OBJECTIVE

To build a successful international remote career by continuously improving technical, communication, and professional skills while delivering high-quality work with integrity and efficiency.