

NUSRAT ALAM

TYPING EXPERT

MYSELF: MY NAMES NUSRAT
ALAM. I'M FROM
BANGLADESH. I'M EXPERT IN
WRITING, TYPING,
RETYPING,. I'M ONLY GIRL
CHILD OF MY PARENTS. I DO
SOMETHING FOR MY
PARENTS
THANK YOU

About Me

Professional Summary:

Highly skilled professional with a Master's degree in English and extensive expertise in writing, typing, retyping, copywriting, and converting PDFs to MS Word. Adept at delivering high-quality, polished documents with precision and efficiency. Committed to providing exceptional service and contributing to client success.

Provided high-quality writing, typing, retyping, and copywriting services to various clients. Converted numerous PDF documents to editable MS Word format with 100% accuracy. Managed multiple projects simultaneously while maintaining strict deadlines. Collaborated with clients to understand their needs and deliver customized solutions.

Project Title: Typing Work

Description: Successfully retyped and formatted a 200-page document from PDF to MS Word, ensuring accuracy and consistency throughout.

Certification:

Contact



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runafctg@gmail.com



Linked: https://www.linkedin.com/in/shahur-akther-runa/2aa01312?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app



Chittagong, Bangladesh

Skills

Writing

Typing

Retyping

Copywriting

PDF to MS Word

Conversion

Attention to Detail

Time Management

Communication

Experience:

Freelance Document

Specialist

Language

English

German

Spanish

100%

75%

70%

Experience

Typing Work

2021 – 2023

- As an accomplished professional with extensive experience in writing, typing, retyping, and copywriting, I have honed my skills to deliver exceptional quality and accuracy. With a Master's degree in English, my proficiency in language and attention to detail are evident in every task I undertake. Over the years, I have developed a keen eye for spotting errors and ensuring that every document I handle is polished and error-free.

My expertise extends to converting PDFs to MS Word, a task I perform with precision and efficiency. I am adept at managing large volumes of text and can seamlessly transfer content while preserving the original formatting. My typing speed and accuracy are exemplary, enabling me to complete projects swiftly without compromising on quality.

I am well-versed in various typing and word processing tools, which allows me to adapt to different project requirements and client specifications. My commitment to meeting deadlines and exceeding client expectations has earned me a reputation for reliability and excellence.

Whether you need meticulous retyping of documents, conversion of PDFs to editable formats, or high-quality copywriting, I am here to provide professional and dependable services tailored to your needs.

Feel free to adjust any part of this summary to better fit your personal style or specific experiences!

Education

Chittagong college

2018-2020

Master 's in English

Dhaka University

Master's in English. 2019-2023