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CURRICULUM VITAE OF Sumaya Akther



Contact Address

House No: 69/3, Block-E, Road No: 4
Majumderpara, Shamimabad, Sylhet
Contact No: 01754802813
E-mail: sumaya29018@gmail.com

CAREER OBJECTIVE

To obtain a challenging position in any area of Business that will provide future opportunities for growth and development and to use my skills and experience that I have acquired in my education life and to dedicate my whole effort to achieve the organizational goal.

EDUCATIONAL QUALIFICATIONS

❑ Bachelor of Business Administration

- ❑ Major : Human Resource Management (HRM)
- ❑ CGPA : 3.81 out of 4.00 (8th semester running)
- ❑ Institution : Sylhet International University, Bangladesh

❑ Higher Secondary Certificate (HSC)

- ❑ Group : Science
- ❑ Institution : Bhatera School and College, Sylhet
- ❑ Passing Year : 2015
- ❑ GPA obtained : 4.00 (out of 5.00)
- ❑ Board : Sylhet

❑ Secondary School Certificate (SSC)

- ❑ Group : Science
- ❑ institution : Bhatera School and College, Sylhet
- ❑ Passing Year : 2012
- ❑ GPA obtained : 4.44 (out of 5.00)
- ❑ Board : Sylhet

LANGUAGE SKILL

- ❑ Bengali (Native Language).
- ❑ Hindi (Speaking, Listening)
- ❑ English (Fluent in reading, writing, and compatible in speaking).

COMPUTER SKILLS

- ❑ Able to prepare any type of documents with MS word.
- ❑ Having knowledge on internet browsing & E-mail.

SELF ASSESSMENT

- ☒ Confident enough to carry out duties with minimum instruction.
- ☒ Energetic, sincere, hard working, honest and dutiful.
- ☒ Able to work at any time at any place.
- ☒ Willing to work in team & Ability to motivate people
- ☒ Familiarity with information & communication technologies.

PERSONAL PROFILE

- | | |
|---|---|
| <input checked="" type="checkbox"/> Name | : Sumaya Akther |
| <input checked="" type="checkbox"/> Father's Name | : Nizam Uddin |
| <input checked="" type="checkbox"/> Mother's Name | : Shiuly Begum |
| <input checked="" type="checkbox"/> Permanent address | : Velkuna, Manikuna, Fenchugonj, Sylhet |
| <input checked="" type="checkbox"/> Present Address | : House No: 69/3, Block-E. Road No: 4, Majumderpara, Shamimabad, Sylhet |
| <input checked="" type="checkbox"/> Date of Birth | : 04 th May, 1996 |
| <input checked="" type="checkbox"/> Blood Group | : O+(ve) |
| <input checked="" type="checkbox"/> Gender | : Female |
| <input checked="" type="checkbox"/> Marital Status | : Single |
| <input checked="" type="checkbox"/> Nationality | : Bangladeshi |
| <input checked="" type="checkbox"/> Religion | : Islam |

References

1. Abu Sayed Muhammed Abdullah
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2. Dr. Md. Bashir Uddin
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Declaration

All the information provided here are correct and complete.

Yours sincerely,



Sumaya Akther

Date: 14-12-19