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Curriculum Vitae

Jannatul Mawa

House-117(4th floor), Block-G, Road-6, Shahjalal Upashahar, Sylhet.

Mobile : 01621-102701 / 01859-650002

E-mail : jannatul.marliya@gmail.com

Career Objective:

To work in a challenging, dynamic and disciplined job environment to enrich professional skill, competency and level of expertise knowledge.

Scholastic Record:

Master of Business Administration (MBA):

University : Metropolitan University, Sylhet
Subject : HRM
Result : CGPA: **3.38** in the Scale of **4.00**
Course Duration : 1 Year
Session : 2017-2018

Bachelor of Business Administration (BBA):

University : Metropolitan University, Sylhet
Major Subject : Finance & Banking
Passing Year : 2017
Result : CGPA: **3.23** in the Scale of **4.00**

Higher Secondary Certificate (H.S.C):

Institute : BAF Shaheen College, Chittagong
Board : Chittagong
Group : Commerce
Passing Year : 2012
Result : GPA: **4.40** in the Scale of **5.00**

Secondary School Certificate (S.S.C):

Institute : Chittagong Govt. Girls High School, Chittagong.
Board : Chittagong
Group : Commerce
Passing Year : 2010
Result : GPA: **4.25** in the Scale of **5.00**

Language Proficiency:

I have a good authority over speaking, reading and writing in both Bengali and English.

Computer Competencies:

Operating System: Excellent experienced in Windows Operating System (Windows XP-10).

Office application: Very good at Microsoft Office Application (2003-2016) MS Word, MS Excel, MS PowerPoint, MS Access.

Interest:

My interest is to learn anything new.

Training:

- ❖ Trainer at "Workshop on Career in Aviation Sector-2017".

Experience:

- ❖ Receptionist at Sylhet Eye Hospital & Laser Center.
- ❖ Completed 3 months internship at NCC Bank Ltd, Kumarpura Branch, Sylhet.

Personal Information:

Name : Jannatul Mawa
Father's Name : Md. Abdul Jabbar
Mother's Name : Rehana Parbin
Permanent Address : Vill: Alamnagar, P/O + P/S: Zakigonj, Sylhet.
Date of Birth : 2nd December 1993
Contract Number : 01621-102701
National ID : 19931594308000053
Blood Group : A+

References:

Mohammad Jalal Uddin

Manager-Industrial Relations & Operations
Modern Poly Industries Ltd. (an associated of
TK Group), Chattagram.
Mobile-01723-918304
Email: jalalcompliance@gmail.com

Dr. Mohammad Jamal Uddin

Associate Professor & MBA Coordinator
Department of Business Administration
Metropolitan University, Sylhet
Tel: 0821713077-78(Office), 01571733803.

I hereby declare that the information given above correct to the best of my Knowledge.



(JannatulMawa)