

CURRICULUM VITAE

MOMOTAJ KHANOM SONIA

🏠 556/6, Dewanpara, P.O: Dhaka Cantonment,
P.S: Vashantek,Dhaka-1206.

☎ 01933678440

✉ momotajkhanoms@gmail.com

Career Objective

Aiming to establish my career in a well-reputed organization, where the opportunity to learn and get practical experience will be available for professional career development through sincerity, creativity, skill and performance.

Educational Attainments

Exam Title	Group/Department	Institute	Board	Result	Passing Year
Honors (B.B.A)	Management	Titumir College,Dhaka	Affiliated of Dhaka University	3.17	2018
H.S.C	Business Studies	B.N College, Dhaka	Dhaka	5.00	2014
S.S.C	Business Studies	B.N College, Dhaka	Dhaka	4.94	2012

Specialization

- ✓ **Operating System:** Windows XP/7/8/8.1/10
- ✓ **Microsoft Office:** MS Word, MS Excel, MS PowerPoint.
- ✓ **Typing:** English = **45 (WPM)**, Bangla= **40 (WPM)**
- ✓ **Internet Browsing, E-mail.**
- ✓ Communicative & Friendly.
- ✓ Ready to work with a stress worthy environment.
- ✓ Ability to manage things & work with group.
- ✓ Skilled in Drive.
- ✓ Foundation of Grammar and Writing.
- ✓ Speaking
- ✓ IELTS.

Communication Skill

- * Fluent in Bangla both verbal & written.
- * Fluent in English both verbal & written.

Personal Information

Name : Momotaj Khanom Sonia
Father's Name : Abul Khair Khan
Mother's Name : Nasima Khanom
Date of Birth : 27th April, 1997
Nationality : Bangladeshi (By birth).
Religion : Islam
Gender : Female
Height : 5'2"
Blood Group : B+
Permanent Address : Vill: Khemchandrapur, P.O: Joynarayanpur,
P.S: Begumgonj, Dist: Noakhali.

Reference

Name : M.M.Atikuzzaman	Name : Sheikh Nasir Uddin
Designation : Associate Professor In Management Department	Designation : Group Subject Teacher
Organization : Government Titumir College	Organization : Bangladesh Navy College,Dhaka
Address : PLOT 9/2, 1ST FLOOR, Block-B, Avenue 5, Dhaka 1216.	Address : Siyam Tower, Baridhara, DOHS
Cell No : 01712507766	Cell No : 01715026253

Declaration

This is to declare that to the best of my knowledge and belief this CV correctly describes me, my qualifications and I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.



Signature

(Momotaj Khanom Sonia)

Date: