

## ANISA NUSRAT SUHI

Address : 14/3, Pathan Mohol, Atim School Road, Bagbari, Sylhet-3100.  
Cell no. : +8801688590115  
E-mail : anisa.suhi14@gmail.com



### Objective:

To pursue a challenging and dynamic job in an esteemed organization where there is an environment to prove my worth and efficiency and to employ my knowledge, understanding.

### Employment History:

**Internee** (October 1, 2019 - December 30, 2019)

#### **Bank Alfalah Limited**

Company Location: Jailroad, Sylhet.

Department: Customer Service

#### Duties / Responsibilities:

–Opening bank account –Dealing with Customers –Listing the cheque clearing data –Data entry into the record system –Verifying KYC –Supporting the officers in managing their activities.

### Academic Qualification:

Exam Title	Concentration/ Major	Institution	Result	Passing Year
Bachelor of Business Administration	Finance and Banking	Leading University, Sylhet.	CGPA: 3.96 out of 4.00	2019
Higher Secondary School Certificate	Science	Govt. Women's College, Sylhet.	CGPA: 4.80 out of 5.00	2014
Secondary School Certificate	Science	Govt. Agragami Girls High School and College, Sylhet	CGPA: 5.00 out of 5.00	2012

### Certificate / Training Summary:

Title	Topic	Institute	Country	Location	Year	Duration
Certificate course on Fundamentals of Equity Valuation	Investment in Capital Market	Bangladesh Institute of Capital Market (BICM)	Bangladesh	Sylhet	2019	1 Day

### Achievements:

- Best Student Award 2019.
- Emerging debater of Leading University 2016.

### Extra-Curricular Activities:

- Vice President, at Leading University Social Services Club (LUSSC).
- Executive member, at Leading University Debating Club (LUDC).
- Championship in Leading University Female Cricket Tournament 2017.
- Championship in Dart Board-Leading University Indoor Tournament 2017.
- Worked as a managing head of financial affairs in Department Annual Picnic 2019.

### Language Proficiency:

Language	Listening	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good	Good
Hindi	Excellent	Average	Average	Excellent

### Application Skills:

MS Word, MS Excel, MS PowerPoint.

### Personal Information:

Name : Anisa Nusrat Suhi  
Father's name : Md. Aslam Miah  
Mother's name : Hasina Aslam  
Date of birth : 3<sup>rd</sup> of February, 1997  
Gender : Female  
Marital Status : Unmarried  
Nationality : Bangladeshi  
National id no. : 9576156187  
Religion : Islam  
Permanent location : Village-East Dhirasrom, Post Office-Dhirasrom, District-Gazipur.  
Post Code-1700.  
Current location : Sylhet.

### Reference (s):

#### **Reference 1**

Ashfaq Raja Choudhury  
Sr. Operation Manager  
Bank Alfalah Limited  
Sylhet Branch, Bangladesh.  
E-mail : ashfaq.raja@bankalfalah.com.bd  
Cell no. : +8801616139265

#### **Reference 2**

Shahedul Alam Khan  
Senior Lecturer  
Department of Business Administration  
Leading University, Sylhet, Bangladesh.  
E-mail : shahed@lus.ac.bd  
Cell no. : +8801670565548

I declare to my knowledge, all the information above is correct and complete. Thank you.

Anisa Nusrat Suhi