

# Curriculum Vitae



Name: Tahmina Akther Beauty.

Date of Birth: 14<sup>th</sup> March, 1997

Nationality: Bangladeshi.

Present Address: Flat no-3071, Spring Garden, Uposhahar, Sylhet.

Permanent Address: Vill: Turuk Khola, P.O: Renga Chowdhury Bazar, Sylhet.

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## CAREER OBJECTIVE:

Energetic and passionate student worked towards a bachelor's degree in Business Administration at Leading University in Sylhet, Bangladesh. Aiming to utilize my accounting and business administrative knowledge and the discipline and focus that bring to my work, I have completed my internship in a well-respected financial institution. I am committed to develop my career path as a Business Administration Executive with the work experience I acquired as an intern.

## EDUCATION:

### **1. Leading University, Sylhet, Bangladesh.(September 2014 to August 2018)**

Bachelor of Business Administration, B.B.A, (Major in Accounting & Information System)

Grade: CGPA 3.69 (out of 4)

### **2. Latifa Shafi Chowdhury Women's Degree College (2012-2014)**

Higher Secondary Certificate, HSC

Group: Business Studies, Grade: A, (4.70 out of 5)

### **3.Turuk Khola Islamia Girls Alim Madrasha, (2010-2012)**

Secondary School Certificate, (SSC) - Vocational

Group: Humanities

Grade: GPA 5

## PERSONAL INFORMATION:

Religion: Islam

Marital Status: Single.

Blood Group: O+

Father's name: Md. Latifur Rahman.

Mother's name: Jahanara Begum.

## LANGUAGE:

Bengali: Native

English: Fluent

Hindi: Conversation

### **TECHNICAL SKILLS:**

MS Word  
Excel  
Power point  
MS Access  
Photoshop

### **CORE COMPETENCIES:**

Communication Skill  
Social Media Interactions  
Information Collection & Management  
Organizing and Planning Skills  
Problem-solving  
Creativity  
Persuasiveness  
Initiative

### **HOBBIES:**

Photography  
Music  
Travelling  
Handicrafts

### **REFERENCE:**

Dr. Wahiduzzaman Khan  
Associate Professor & Head  
Mobile: 01939993399  
Department of Business Administration  
Leading University, Sylhet

Sabbir Hassan  
Senior Principal Officer & Manager  
National Bank Limited,  
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Signature: *Tahmina*