

CURRICULUM VITAE

Address:**Umme Sabrina**

2/1 Atoshkhana Road, Lalbagh, Dhaka.

Phone: 01911419120

E-mail: sabrin.ummeh@yahoo.com**Career Objective:**

To become a successful personal & improve the value of the working area serving the best with strong commitment, effective participation, analytical capabilities and efficient performance.

Educational Qualification:**Masters of Business Administration (M.B.A)**

Name of the Institution : New Model Degree College, Dhaka.
Subject : Accounting.
Session : 2015-2016.
CGPA : 3.31
Name of Board : National University.

Bachelor of Business Administration (B.B.A)

Name of the Institution : Dhaka City College, Dhaka.
Subject : Accounting.
Session : 2010-2011.
CGPA : 2.85
Name of Board : National University.

Higher Secondary Certificate (H.S.C)

Name of the Institution : Agrani School & College, Azimpur, Dhaka.
Subject : Commerce
Board : Dhaka
CGPA : 4.40
Passing Year : 2010

Secondary School Certificate (S.S.C)

Name of the Institution : Kamrunnesa Govt. High School, Tikatuli Dhaka.
Subject : Commerce
Board : Dhaka
CGPA : 4.19
Passing Year : 2008

Strengths

Self-confident and being positive.
Ability to manage time and being flexible.
Willing to accept responsibility and perform accordingly.
Open minded in adapting to new and challenging situation.
Ability to work in terms and maintain effective communication (Both oral and written.)

Computer Skills

Windows Operating Win-7, Win 10

Microsoft Office, Microsoft Excel, Microsoft Power-Point, Microsoft Word.

Language Skill

Fluent in writing and speaking both in Bangla and English.

Personal Information:

Name	:	Umme Sabrina
Father's Name	:	Md. Shorab Uddin
Mother's Name	:	Ashia Begum
Permanent Address	:	2/1 Lalbagh Road, Lalbagh- Dhaka.
Present Address	:	Same as above.
Date of Birth	:	7 th October, 1992
Religion	:	Islam
Nationality	:	Bangladeshi (By Birth)
Sex	:	Female
Marital Status	:	Married
Blood Group	:	O Positive

(Umme Sabrina)

Date:.....