

# Resume of Kaniz Fatema



Present Address:  
Hosue no #129, Road No# 02,  
Syed Plaza, Shamimabad, Sylhet.

Contact Address:  
E-mail: [kanizakhi50@gmail.com](mailto:kanizakhi50@gmail.com)  
Cell Phone: +8801718-657777

## Objective

To held a position that will help me to develop professional skills by using academic knowledge and professional experience with utmost sincerity and commitment. My long-term goal is to reach the higher professional position through competence and sincerely.

## Educational Qualifications

### Master's in English studies

Session : 2018-2019  
Roll no : 128  
1<sup>st</sup> Year 1<sup>st</sup> semester  
Jahangirnagar University, Dhaka.

### B.A (hon's) in Engglish

Session : 2014-2015  
Roll no : 21049  
Grade : B  
GPA obtained : 3.06 (Out of 4)  
Sylhet International University, Sylhet.

### Higher Secondary Certificate (H.S.C)

Group : Science  
Passing Year : 2013  
Grade : A-  
GPA obtained : 3.90 (Out of 5)  
Board : Sylhet  
Institute : Blue Bird School & College, Sylhet

### Secondary School Certificate (S.S.C)

Group : Science  
Passing Year : 2011  
Grade : A  
GPA obtained : 4.88 (Out of 5)  
Board : Sylhet  
Institute : Police Line High School, Sylhet

### Computer Knowledge

- ✚ Computer Certificate Course at Bangladesh Computer Council, Sylhet.
- ✚ Having knowledge on Internet browsing and E-mail.
- ✚ Able to prepare any type of document with Ms Word, Ms Access, Power Point, Photoshop Work.
- ✚ Able to produce any type of data based calculation sheet with Ms Excel.

### Language Proficiency

- ✚ Bengali (Mother tongue) & Sylheti Dialect.
- ✚ English (reading, writing and speaking).
- ✚ Hindi (acceptable in speaking).

### Self Assessment

- ✚ Strong analytical ability and communication skills.
- ✚ Comprehensive creative thinking and fast learning capacity.
- ✚ Efficient in teamwork and ready to accept challenges.
- ✚ Energetic and willing to take charges.

### Personal Profile

Name : Kaniz Fatema  
Father's Name : Mohammad Abdul Munim  
Mother's Name : Khadiza Begum  
Permanent Address : House no# 129, Road No# 02, Syed Plaza, Shamimabad, Sylhet.  
Present Address : House no# 129, Road No# 02, Syed Plaza, Shamimabad, Sylhet.  
Date of Birth : 28 February 1996  
Height : 5.00''  
Contact number : +8801718-657777  
Nationality : Bangladeshi (By Birth)  
Religion : Islam  
Marital Status : Single

### References

Md Zakaria Habib	A.Y Shekh Firoz Uddin Ahmed
Professor, Head of the Department	Lecturer
Department of English	Department of English
Contact: (+8801717-838251)	Contact: (+8801727-791052)

### Declaration

I would be appreciated if you give me an opportunity to work with you and to execute myself with your support. All the information provided here are correct and complete. If there have any inconsistency you have the right to reject it.

Yours Sincerely,

*Kaniz Fatema*

**(Kaniz Fatema)**

Date: