

CURRICULUM VITAE

Shahnaz Sultana

Mailing Address : House no- 10/B, Thikana Tower, Nayashorok, Sylhet-3100.

Cell : 01746-676034

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CAREER OBJECTIVE

Intend to work in challenging and competitive environment where the strong sense of responsibility and commitment to learn & grow are valued. I would like to establish myself as a successful professional with full dedication to the organization.

EXPERIENCE

November 2015 To February 2016 Intern at Krishi Bank, Corporate Branch, Sylhet.

- Dealing with customers.
- Cheque issuing, cheque entry
- BACH processing
- Loan issuing
- Entering EFTN

EDUCATIONAL PURSUITS

- **M.B.A (Masters of Business Administration)**

Major in *Accounting and Information System*

Institution : Leading University, Sylhet

CGPA : **3.06** out of **4** scale.

Passing Year : 2017

- **B.B.A (Bachelor of Business Administration)**

Major in *Accounting and Information System*

Institution : Leading University, Sylhet.

CGPA : **3.31** out of **4** scale.

Passing Year : 2015

- **H.S.C (Higher Secondary Certificate)**

Institution : Blue Bird School & College, Sylhet.

GPA : **5** out of **5** scale.

Passing Year : 2011

Group : Commerce

Board : Sylhet

- **S.S.C (Secondary School Certificate)**

Institution : Blue Bird School & College, Sylhet.

GPA : 5 out of 5 scale.

Passing Year : 2009

Group : Commerce

Board : Sylhet

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet Proficiency in internet use.

GENERAL COMPETENCY AND ABILITY

- Proficiency in speaking and writing both English and Bengali languages.
- Good inter personal, communication and presentation skills.
- Capability of working as a team member and influence others.

PERSONAL DETAILS

Name : Shahnaz Sultana

Father's Name : Md. Abdul Hakim

Mother's Name : Tahmina Begum

Permanent Address : House no. 38/1, Akhalia Ghat, Sylhet-3100

Date of Birth : 26th of December 1994

Marital Status : Unmarried

Sex : Female

Religion : Islam

Nationality : Bangladeshi (By Birth)

REFERENCES

1. Md. Badrul Islam

Unit Head, Business Asset Sylhet Area
Retail Banking
Eastern Bank Ltd.
Chouhatta Branch, Sylhet.
Cell: 01715-721446
E-mail: islammb@ebl-bd.com

2. Md. Mahbubur Rahman

Assistant Professor (MIS)
Department of Business Administration
Leading University, Sylhet
Cell: 01717-019305
E-mail: mahbub200610@yahoo.com

I do hereby ensure that the all information above is authentic.

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Shahnaz Sultana