

Applied For: **SEO Expert**

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Mahfuza Sultana

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Career Objective:

To develop and increase the internal and external party relationship by keeping fulfill and complete account and create an image of the company.

Employment History:

Total Year of Experience : 9.1 Year(s)

1. Senior Teacher (August 1, 2017 - Continuing)

Sabder Ali Scholars` Institute

Company Location : Mirpur-2, Dhaka

Department: Math, English, Religious Study, Agriculture Study

Duties/Responsibilities:

Taking classes, Preparing questions, Checking Answer script, Re- checking Answer script, Taking solving class, Preparing result card, Consulting with students etc.

2. Senior Teacher (January 1, 2015 - July 31, 2017)

Tolarbagh Care Academy

Company Location : Mirpur, Dhaka

Department: English

Duties/Responsibilities:

Preparing syllabus, making suggestions, taking classes, commanding in drill class.

3. Accountant (December 15, 2008 - December 31, 2014)

S.L. Mission School

Company Location : Mirpur-1, Dhaka

Department: Accounts Section

Duties/Responsibilities:

Took Payments, Prepared Income Statement and Financial Statement,

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.B.S.	Accounting	National University	First Class, Marks :68.6%	2013	1

B.B.S. (Hons.)	Accounting	National University	First Class, Marks :66.09%	2012	4
H.S.C.	Business Studies	Govt. Bangla College	CGPA:4.3 out of 5	2008	-
S.S.C.	Business Studies	Mirpur Girls` Ideal Laboratory Institute	CGPA:4.94 out of 5	2006	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Operating	M.S. Word, M.S. Excel, M.S. Access, Power Point, Internet Browsing.	New System Computer School	Dhaka	Mirpur-2	2011	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
Accountant	S.L. Mission School	Dhaka	December 15, 2008	December 31, 2011

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 18,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Dhaka, Rajshahi
 Preferred Organization Types :

Specialization:

Arranging drill class, giving command in drill class. Having knowledge in MS Office, internet browsing. Can organise various types of programme, such as- drawing competitions, annual ceremony, annual sports programmes, debate competitions, English literature programmes. Can draw and teach how to draw various types of creative pictures.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

Personal Details :

Father's Name : Mahatab Uddin
 Mother's Name : Sultana Razia
 Date of Birth : November 14, 1991
 Gender : Female
 Marital Status : Single

Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Gokulpur, Post Office: Kishorpur, Upazilla: Bagha, District: Rajshahi
Current Location : Dhaka