

# *Resume of*

## **Syeda Shimu Begum**

Mobile: +88 01731000631

Email:- syedashimu263@gmail.com

### ***Career Objective:***

To be efficient and successful in work and build up strong career in the respective field, to obtain a position where I could utilize my skills. Want to work in a favourable environment in a suitable and organization with challenge.

### ***Educational Qualification:***

#### **(Hon's BBA)**

Institute : Metropolitan University, Sylhet  
Board : Sylhet.  
CGPA : 2.82

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

Institute : Jalalabad College, Sylhet  
Group : Business  
Board : Sylhet  
GPA : 3.90  
Year of passing : 2014

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

Institute : Adarsho High School  
Group : Science  
Board : Sylhet  
GPA : 4.13  
Year of passing : 2012

## ***Computer & Internet Skills:***

MS Office, Internet Browsing, Downloading, Emailing, Social Networking and all kind of works which is related by Internet.

## ***Personal Strengths:***

- Ability to work with people of multiple nationalities and culture.
- Good presentation skills
- Possess excellent writing and oral communication skills in English.
- Competent to work under pressure and demanding work environment.
- Efficient in co-ordinating teams effectively and is an enthusiastic team member.
- Skilled in analytical problem solving and is able to grasp new concept quickly.
- Self-motivated to learn and to take responsibility.

## ***Personal Information:***

Name	:	Syeda Shimu Begum
Father's Name	:	Syed Nozmul Hussain
Mother's Name	:	Umme Kulsum Chowdury
Present Address	:	Rustompur, Mohammodpur, Dhakin Surma, Sylhet.
Permanent Address	:	As above
Contact No	:	<b>01731000631</b>
Date of Birth	:	10 <sup>th</sup> May 1996
Nationality	:	Bangladeshi
Religion	:	Islam
Marital status	:	Unmarried

## ***Experience:***

- I have been working as an Interne at Mercantile Bank, Laldighirpar, Sylhet.

