

ANISA NUSRAT SUHI

Address : 14/3, Pathan Mohol, Atim School Road, Bagbari, Sylhet-3100.
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Objective:

To pursue a challenging and dynamic job in an esteemed organization where there is an environment to prove my worth and efficiency and to employ my knowledge, understanding.

Employment History:

Internee (October 1, 2019 - December 31, 2019)

Bank Alfalah Limited

Company Location: Jailroad, Sylhet.

Department: Customer Service

Duties / Responsibilities:

-Opening bank account –Dealing with Customers –Listing the cheque clearing data –Data entry into the record system of both hardcopy & softcopy –Verifying KYC.

Academic Qualification:

Exam Title	Concentration/ Major	Institution	Result	Passing Year
Bachelor of Business Administration	Finance and Banking	Leading University, Sylhet.	CGPA: 3.96 out of 4.00	2019
Higher Secondary School Certificate	Science	Govt. Women's College, Sylhet.	CGPA: 4.80 out of 5.00	2014
Secondary School Certificate	Science	Govt. Agragami Girls High School and College, Sylhet	CGPA: 5.00 out of 5.00	2012

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fundamentals of Equity Valuation	Investment in capital market	Bangladesh Institute of Capital Market (BICM)	Bangladesh	Sylhet	2019	1 Day

Achievements:

- Best Student Award 2019.
- Emerging debater of Leading University 2016.

Extra-Curricular Activities:

- Vice President, at Leading University Social Services Club (LUSSC).
- Executive member, at Leading University Debating Club (LUDC).
- Championship in Leading University Female Cricket Tournament 2017.
- Championship in Dart Board-Leading University Indoor Tournament 2017.
- Worked as a managing head of financial affairs in Department Annual Picnic 2019.

Language Proficiency:

Language	Listening	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good	Good
Hindi	Excellent	Average	Average	Excellent

Application Skills:

MS Word, MS Excel, MS PowerPoint, Statistical Package for Social Sciences (SPSS).

Personal Information:

Name : Anisa Nusrat Suhi
Father's name : Late Md. Aslam Miah
Mother's name : Hasina Aslam
Date of birth : 3rd February, 1997
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
National id no. : 9576156187
Religion : Islam
Permanent location : Village-East Dhirasrom, Post Office-Dhirasrom, District-Gazipur.
Post Code-1700.
Current location : Sylhet.

Reference (s):

Reference 1

Ashfaq Raja Chowdhury
Sr. Operation Manager
Bank Alfalah Limited
Sylhet Branch, Bangladesh.
E-mail : ashfaq.raja@bankalfalah.com.bd
Cell no. : +8801616139265

Reference 2

Shahedul Alam Khan
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