

Resume of Taslima Akter UrmiEmail: taslima.a.urmi@gmail.com

Contact Number: +8801709258737

Address - 148/3, Tahmid House, Mojumdari, Sylhet

**Career Objective:**

To prepared myself, for a challenging job in a competitive environment where, gathered knowledge from BBA & MBA program can be utilize to yield the maximum benefit to the organization as well as myself and want to work as a dedicated, devoted, dynamic and energetic employee of the organization.

Education Qualification:

Degree	Institution	Subject/Group	Passing Year	CGPA/GPA
Masters of Business Administration (MBA)	Leading University	Studying	2018-continuous	Studying
Bachelor of Business Administration (BBA)	Leading University	Finance And Banking	2014 Summer-2018 Spring	3.37
Higher Secondary School Certificate (HSC)	Sylhet Govt. Womens' College	Science	2013	4.40
Secondary School Certificate (SSC)	Kishori Mohan Girls High School	Science	2011	5.00

Computer Skills

Application based software MS word, MS PowerPoint, MS Excel and related operations.

Work Experience

- Working as an accountant and receptionist of Sylhet Trauma Centre and Specialized Hospital, sylhet.
- Internship Under the super vision of Islami Bank Training and Research Academy (IBTRA) (7th January 2018 to 7th March 2018)
- Working as a Speaker of Discussion at Nobokollol program of Bangladesh Betar, Sylhet.
- Worked as a peer educator at Reliant Women Development Organization (RWDO) for ABDC Project (01.02.15-30.11.15).
- Have experience of dealing students as home tutor of students of class 1-10, from 2012

Training: Seminars on Fundamentals of Financial Literacy: Capital Market of Bangladesh
Organized by Lankabangla Securities and Leading University.

Personal Strength:

- Fast learner and very much willing to preserve and learn new ideas.
- Self-driven and self-reliant.
- Able to manage time well and prioritize accounts where necessary.
- Strong decision making skill.
- Ability to work in fast-paced environment to meet deadlines.
- Well organized and disciplined.
- Ability to work under pressure and enjoy challenging myself.

Skills:

- Have good written and communication skill.
- Creative in effective interpersonal skill and organizational abilities.
- Computer-adapt-application related to Microsoft Office.
- Have a good typewriting skill.

Language Proficiency:-

Language	Listening	Speaking	Writing	Reading
Bengali	✓	✓	✓	✓
English	✓	✓	✓	✓
Hindi	✓	✓	×	×

Interests & other acts:

I adore travelling, seeing new cities and learning about their diverse histories and cultures, reading novels and magazines fills my spare time. I also love to read books. Sometimes I write too and Painting is one of my hobbies too.

Extra Curricular Activities :

- Participated as Delegates of Nigeria, Ukraine, Germany, Syria At Several MUN Organize By Leading University Model United Nations Association.
- Hosted four celebration program of Shuddho Social Organization.
- Hosted Two Seminars by hosting On Free Outsourcing and Online Trading organized by WESTERNFX Sylhet Branch.
- Attended First Sylhet Metropolitan Zilla Scout Somabesh as Rover (2011),
- Attended 8th Scout Jamboree as petrol leader of only girls scout team from sylhet By Oroni open scout group (2010).

Personal Details:

Full Name : Taslima Akter Urmi
Father' s Name : Md. Alauddin
Mother' s Name : Parul Begum
Date of Birth : 12th April 1995
Birth Place : Sylhet
Gender : Female
Height : 5 feet 3 inch
Weight : 55 Kg
Religion : Islam
Nationality : Bangladeshi
Blood Group : A Positive
Present Address : 148/3, Tahmid House, Mojumdari, Sylhet
Permanent Address : 148/3, Tahmid House, Mojumdari, Sylhet
Contact Number : +8801709-258737
Marital Status : Unmarried

References:

Mohammad Zahed Hossain Assistant Professor, Department Of Business Administration Leading University Contact- 01816 555545 Email- zahedbtc@gmail.com.	Anwar Ahmad Arif Assistant Professor, Department Of Business Administration Leading University Contact - 01712661446 Email- aaarif.bd@gmail.com
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I hereby declare that particulars provided in the resume are true to the best of my knowledge.

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Taslima Akter Urmi