

Last Updated : **July 11, 2018****SAJIDA RUDMILA**

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**Career Objective:**

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organisation.

Employment History:

Total Year of Experience : 0.2 Year(s)

1. Intern (January 1, 2017 - March 30, 2017)**First Security Islami Bank Ltd**

Company Location : Kakrail, Dhaka

Department: General Banking

Duties/Responsibilities:

Assisting front desk operation, assisting clearing operations, assisting accounts operations, learning investment operation

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.B.A	Finance	University of Dhaka	CGPA:3.07 out of 4	2017	4	-
HSC	Business Studies	Scholarshome, Sylhet	CGPA:5 out of 5	2012	-	Board Scholarship for H.S.C examination
SSC	Business Studies	Scholarshome, Sylhet	CGPA:5 out of 5	2010	-	Board and district scholarship in S.S.C

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution,
 Education/Training
 Preferred District : Dhaka, Sylhet
 Preferred Country : United Kingdom, United States, Finland
 Preferred Organization : Banks, Insurance, Telecommunication, University, College,
 Types : NGO, Trading or Export/Import, Market Research Firms,
 Garments

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Leadership • Decision making • Time Management • Adaptability • Conflict Resolution • Team Work • Basic computer skill • Internet and Web access • Presentation 	I have the ability to communicate clearly and effectively in many mediums. Besides I have basic computer skills like MS office operations, internet and web access etc. I also have a good presentation skill and written skills and I can speak in front of a large number of people. I can play role as team player as I have worked in group during preparation of academic reports as well as worked as team in cultural clubs. Moreover I have a good leadership skill which i have gained by working in various projects volunteering clubs.

Extra Curricular Activities:

Crafting, Travelling, Volunteering activities, Poetry

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	Medium	High
English	High	High	High

Personal Details :

Father"s Name : Md. Abu Bakar
 Mother"s Name : Khandaker Rafia Khalique
 Date of Birth : May 15, 1994
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 24 Dishari, Howapara, Sylhet 3100
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Foiz Ahmed	Hossain Ahmed Enamul Huda
Organization	: First Security Islami Bank	University of Dhaka
Designation	: Head of International Trade	Assistant Professor
Address	: Head Office, Gulshan	Department of FInance, University of Dhaka
Phone (Off.)	:	
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Mobile	: +8801713375054	01911745225
EMail	: foiz@fsibld.com	haehida@gmail.com
Relation	: Family Friend	Academic