

# **CURRICULUM VITAE of Saeeda Iftekhar Chowdhury**

Mailing Address:

House No # Shurma -28, R/A

Shagor Dighir Par, Sylhet-3100

Contact: 01685973384

E-mail: saeedachowdhury@yahoo.com

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## **CAREER OBJECTIVE**

To face challenges using my knowledge, perception and innovation to pursue long-term Successful career in dynamic and professional environment of any esteemed organization Through my own aptitude, hard work and dedication.

## **PROFESSIONAL QUALIFICATION**

Institution : Firstlead Securities Limited, Principal Branch, Zindabazar, Sylhet.  
(TREC Chittagong Stock Exchange Ltd.)  
Joining Position : Customer Relationship Officer  
Duration : From 06/12/2016 to 31/08/2017.

## **Training**

### **Internship**

Bank: Exim Bank Limited

Branch: Sylhet

Date: 04-09-2017 to 04-12-2017

Internship Sub: Foreign Remittance

## **ACADEMIC QUALIFICATION**

### **1. Master of Business Administration (MBA)**

Session : 2016-2017  
Current Status : Continuing 5<sup>th</sup> Semester, Batch: 37<sup>th</sup>  
Institution : Metropolitan University, Sylhet.

### **3. Bachelor of Social Science**

Passing Year : 2013  
Duration : Three Years, Session: 2007-2008  
Institution : Shiddheshwari Girls College, Dhaka under National University.  
Result : First Class

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

Passing Year : 2007  
Institution : Badda Alatunnesa College, Dhaka, Board: Dhaka.  
Result : GPA -3.60  
Group : Humanities

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

Passing Year : 2005  
Institution : Sher-E-Bangla High School, Board: Dhaka.  
Result : GPA -2.88  
Group : Humanities

## COMPUTER SKILL

Operating System : Microsoft Windows XP Professional & Microsoft Windows7  
Application Software : MS Word, MS Excel, MS Power point & Internet Browsing.

## COMUNICATION SKILL

Bangla is the first language. Proficiency in written and spoken English is good as the second language.

## OTHER EXPERIENCES

1. Participated in several cultural programs (i.e. stage shows, magazine publication, debating etc).
2. Taught a number of school students of both Bangla and English medium as a home tutor.

## PERSONAL DETAILS

Name : Saeeda Iftekhar Chowdhury  
Father's Name : Iftekhar Ahmed Chowdhury  
Mother's Name : Rahima Parveen Begum  
Date of Birth : 06/09/1989  
Marital Status : Unmarried  
Religion : Islam  
Nationality : Bangladeshi by birth  
Home District : Sylhet  
Blood Group : O+  
National ID No : 9124564114  
Field of Interests : Creative activities, Music, Traveling, Blood donation and Helping others.  
Permanent Address : House No# 28, R/A, Shurma, Shagor dighir par, Sylhet-3100.

## References

### 1. Kafil Hussain Chowdhury

Head of Sylhet and IELTS  
Business Development.  
British Council Bangladesh  
Cell : 01713 015396

### 2. Mihir Kanti Choudhury

Director/Finance  
Metropolitan University, Sylhet.  
Cell : 01711 885068

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I hereby declare that the information served above is true. To the best of my knowledge and belief.

Sincerely yours,

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(Saeeda Iftekhar Chowdhury)

Date: