

# CURRICULUM VITAE OF

**Shabikunnahar Saima**

House # 101, Prodhan Bari  
Rupshi, Rupgonj, Narayanganj.

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## Career Objective

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

## Educational Information:

### Diploma Engineering

Institute : National Institute of Engineering & Technology (NIET)  
Rupshi, Rupganj, Narayanganj.  
Department : Computer Science Engineering  
Board : Dhaka  
Result : 7<sup>th</sup> Semester running

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

Institute : Adhapak Abdul Majid College  
Board : Comilla  
Group : Science  
GPA : 3.17 (out of 5.00)  
Year of passing : 2017

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

Institute : Ramchandrapur R.K. High School  
Board : Comilla  
Group : Science  
GPA : 4.75 (out of 5.00)  
Year of passing : 2014

## Technical Experience

- National Skill Certificate- (SEIP) **Web Development Design (WDD)**
- National Skill Certificate- 1 **Computer Operation (RTO)**
- National Skill Certificate - **Sewing Operator (SUDOKHO)**
- National Skill Certificate - **Mobile Servicing (Level-1)**
- National Skill Certificate - **Soft Skills & Carrier Development**

### Language Proficiency

- Bengali - Bengali is my mother tongue
- English - Have the good of English Reading, Writing, Listening & Speaking.
- Hindi - Have the good of Hindi Reading, Listening & Speaking.

### Skills

- I have some skills about computer like Microsoft Office, HTML, C-Programming, Compute Networking etc.

### Personal Information

<b>Name</b>	<b>: Shabikunnahar Saima</b>
Father's Name	: Manirul Huq
Mother's Name	: Shahinur Begum
Permanent Address	: Vill: Motkirchor, P.O: Gurashal P.S: Muradnagar, Dist: Comilla
Present Address	: Rupshi, Rupganj, Narayanganj.
Date of birth	: 08-01-1998
Gender	: Female
Marital Status	: Unmarried
Nationality	: Bangladeshi
Religion	: Islam

### Declaration

I do here by declare that above information is true and correct to the best of my knowledge.

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Signature

Date: