

Accounts
Salary & Marketing
Salary - 20K

Syeda Mashowara Mahosin Mouly

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Career Objective:

Rendering of conceptual and organizational skills along with creativity, dynamism, enthusiasm and thus making position in corporate world. Moreover, enhancing and developing individual skill through all out efforts as well.

I am a business graduate, I want to glow my professional career and I want to be an important part of my company's business growth.

Work Experience:

Internship	: From January 21 2018 to April 30 2018
Institute	: Al-Arafah Islamic Bank, Laldigierpar Branch, Sylhet
Responsibilities:	: Customer Service, Opening Accounts, Preparing Report, Filing documents.

Educational Qualification:

Program	: Bachelor of Business Administration (BBA)
University	: Leading University, Sylhet, Bangladesh.
Grade/ CGPA	: 2.68 out of 4.00
Year of End	: 2018
Subject/ Major	: Management Information System (MIS)

Program	: Higher Secondary Certificate (H.S.C.)
Institute	: Sylhet Commerce College
Grade/ GPA	: 4.06 out of 5.00 (Grade: A)
Passing Year	: 2013
Subject	: Business Studies

Program	: Secondary School Certificate (S.S.C.)
Institute	: Agrabami Girls High School
Grade / GPA	: 4.44 out of 5.00 (Grade: A)
Passing Year	: 2011
Subject	: Business Studies

Computer Literacy:

Computer fundamentals, Microsoft Word, MS Excel, MS Power Point, Bangla and English Typing skill, E-mail and Internet.

Language Proficiency:

Fluent at understanding, speaking, and writing both English and Bengali.

Personal Strength:

1. Excellent communication & conceptual skill.
2. Ability to adopt changing work environment.
3. Ability to convince people to their acceptance.
4. Cooperative and good interpersonal relationship strength.

Personal Details

Father's name	Syed Mohsin Hussain
Mother's name	Syeda Nurs Sama
Present Address	Azadi-122/A, Mirboxtula, Sylhet
Permanent Address	As above
Nationality	Bangladeshi (By birth)

References:

Prof. Md. Nazrul Islam

Dean

Department of Business Administration

Leading University, Sylhet

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Md. Mahbubur Rahaman

Assistant Professor (MIS)

Department of Business Administration

Leading University, Sylhet

Contact: 01717-019305

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Note:

I, hereby confirm that, all the information stated above are fully correct according to the best of my knowledge.

Mashowara

Signature and Date