

Curriculum Vitae



Tahseen Sultana Rima

Dishari 103, Hawapara, Sylhet

Mobile : 01703-289129 / 01642-810660

E-mail : tahseensultanarima@gmail.com

Career Objective:

I am energetic and a social personality, interested to build up an up to date career where is an opportunity to be self-motivated and self-assessment and to explore the Core of lying interest of the associated field by using my knowledge and experience.

Scholastic Record:

Master of Business Administration (MBA):

University : Metropolitan University, Sylhet
Subject : HRM (Final Semester)
Result : CGPA: **3.50** (upto 2nd semester) in the Scale of **4.00**
Course Duration : 1 Year
Session : 2017-2018

Bachelor of Business Administration (BBA):

University : Metropolitan University, Sylhet
Major Subject : Finance & Banking
Passing Year : 2017
Result : CGPA: **2.64** in the Scale of **4.00**

Higher Secondary Certificate (H.S.C):

Institute : Chhatak College
Board : Sylhet
Group : Humanities
Passing Year : 2012
Result : GPA: **3.20** in the Scale of **5.00**

Secondary School Certificate (S.S.C):

Institute : Uttar Surma Ajmat Ali High School
Board : Sylhet
Group : Humanities

Passing Year : 2010
Result : GPA: **3.00** in the Scale of **5.00**

Language Proficiency:

I have a good authority over speaking, reading and writing in both Bengali and English.

Computer Competencies:

Operating System: Excellent experienced in Windows Operating System (Windows XP-10).

Office application: Very good at Microsoft Office Application (2003-2016) MS Word, MS Excel, MS PowerPoint, MS Access.

Interest:

I like to travel in different places and browsing internet. I enjoy going out with friends. My favorite hobby is to learn anything new.

Training:

- ❖ Trainer at “Workshop on Career in Aviation Sector-2017”.

Experience:

- ❖ Receptionist at Edu+ Couching Centre, Sylhet.
- ❖ Completed 3 months internship at Mercantile Bank Ltd, Sylhet Branch, Sylhet.

Personal Information:

Name : Tahseen Sultana Rima
Father's Name : Late Kamru Mia
Mother's Name : Nurun Nesa
Permanent Address : Dishari 103, Hawapara, Sylhet
Date of Birth : 9th January 1993
Nationality : Bangladeshi (By Birth)
Blood Group : B +
Contract Number : 01703-289129
National ID : 19939012376000273

References:

Taposh Das
Infinity Mega Mall
Zindabazer, Sylhet-3100
Contact No: 01776195006

Dr. Mohammad Jamal Uddin
Associate Professor & MBA Coordinator
Department of Business Administration
Tell: 0821713077-78(Office), 01571733803

I hereby declare that the information given above correct to the best of my Knowledge.

A handwritten signature in black ink that reads "Rima". The letter "R" is capitalized and has a large loop. The "i" is lowercase with a dot. The "m" and "a" are also lowercase and connected.

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(Tahseen Sultana Rima)