

FATEMA BEGUM (MONALISA)

Behind of tea factory, sharipara, pahartolli, Chittagong

Cell No. : 01674691386 (Primary); 01811670555(Home)

E-mail- lisafatema86@gmail.com

Objective

To obtain a challenging position to assist in administering and executing all the official activities by meet my competencies, capabilities, skills, educational experience.

Professional Qualification

ACCA	:	Completed 300 marks out of 1400 marks
Foundation Diploma	:	Affiliate
ACCA Reg. No.	:	2949636
HDA	:	Completed

Academic Qualification

Master's of Business Administration (M.B.A)

Name of Institution	:	Chittagong Independent University.
Major	:	Finance
Year of Passing	:	Running.

Bachelor of Business Administration (B.B.A)

Name of Institution	:	Govt. City College.
Major	:	Finance
Result	:	C.G.P.A- 2.70
Year of Passing	:	2016
Board	:	Bangladesh Open University.

Higher Secondary Certificate (H.S.C)

Name of Institution	:	Agrabad Mohila College.
Group	:	Science
Result	:	G.P.A- 3.80
Year of Passing	:	2012
Board	:	Chittagong

Secondary School Certificate (S.S.C)

Name of institution	:	Academy Laboratory School
Group	:	science
Result	:	G.P.A- 4.88
Year of passing	:	2010
Board	:	Chittagong.

Computer Literacy

- Microsoft office packages: Ms Word, Ms Excel and MS Power point
- Efficiency in Internet Browsing
- Accounting Software: Tally. ERP 9

Linguistic Skills

- Fluency in Bangla (Native)
- Fluency in English (Speaking and Writing)
- Hindi (Verbal)
- Short Course of Language from PROMA

Personal Information

Father : Md. Jafor ullah
Mother : Nurjahan Begum
Permanent Address : Vill- South Anondha Pur, P.O- Hasnabad,
P.S- Fulgazi, Dist- Feni.
Nationality : Bangladeshi
NID No : 7342950933
Religion : Islam
Date of Birth : 08January 1994.
Marital status : Single
Gender : Female
Blood Group : B (+ve)

References

1. Mr.Didarul Alam

Professor

Govt.city college Chittagong

Mobile: **01825-141717**

I do hereby declare that the particulars provided in the resume are true to the best on my knowledge and belief. I authorize your organization to verify the information provided in this resume.

Sincerely,

Fatema Begum (Monalisa)