

100/10/24-DA
Rahnuma 3-10-18

Curriculum Vitae



Rahnuma Jannat

Shuvocha 359, Shabdighat, Sylhet.

E-mail : rahnumajannat970@gmail.com

Cell no : 01632968748

Career Objectives:

To work in a dynamic environment that enables me to utilize my knowledge and learn new things, and to progress professionally and personally.

Educational Qualifications:

➤ **Master of Business Administration, (MBA)**

Major : Marketing
Institution : Leading University, Sylhet.
Duration : 1 year
Passing year : 2017
CGPA : 3.83 out of 4.00

➤ **Bachelor of Business Administration, (BBA)**

Major : Marketing
Institution : Leading University, Sylhet.
Duration : 4 years
Passing year : 2016
CGPA : 3.07 out of 4.00

➤ **Higher Secondary Certificate (HSC)**

Institution : Madan Mohan College, Sylhet.
Passing year : 2011
GPA : 3.50 out of 5.00
Group : Science

➤ **Secondary School Certificate (SSC)**

Institution : Moinunnessa Girls High School, Sylhet.
Passing Year : 2009
GPA : 3.94 out of 5.00
Group : Science

Working Experiences:

- Intern in Leading University (Admission Section) Sylhet, since 1st February 30th April, 2016.

Computer Literacy:

- MicrosoftOffice2003, 2007, 2010, 2016.
- Database Management.
- Windows set-up, Troubleshooting, BIOS.
- Basic Hardware, Software installation.
- Basic Networking, Internet Browsing, E-mail literacy.

Additional Information:

- Language Skill- Bangla & English.
- Interest & Activities- Reading, Shopping, Traveling, Internet Browsing.
- Self confident & positive.
- Ability to work within group
- Skilled in creating and delivering power point presentation.

Personal Information:

Name : Rahnuma Jannat
Fathers Name : Md. Ekhlasur Rahman
Mothers Name : Hasna Akter
Present Address : Shuveccha 359, Sheikhghat, Sylhet.
Date of Birth : 29th July 1992.
Religion : Islam
Nationality : Bangladeshi
Blood Group : B+

References:

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| Syeed Sabul Hussain Office Assistant (Admission section), Leading University, Sylhet. Cell: 01712219373. | Shaila Manjur Junior Officer, National Bank Limited, Shibgonj branch, Sylhet. Cell: 01731984370 |
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I hereby declare that the information mentioned above is true to the best of my knowledge.

Signature

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Rahnuma Jannat