



Curriculum Vital of

Shima Begum

Mobile Number: 01757544748

E-mail: shimabegum709@gmail.com

Career Objective:

To Achieve high career growth through a continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity

Educational Qualification:

Program : Bachelor of Business Administration (BBA) University
: Metropolitan University, Sylhet, Bangladesh.

Types : Running Student.

Program : Higher Secondary Certificate (H.S.C.)

Institute : Sylhet Government College

Grade/ GPA : 4.20 out of 5.00 (Grade: A)

Passing Year : 2014

Subject : Business Studies

Program : Secondary School Certificate (S.S.C.)

Institute : Hazrat Shahporan (R.) High School

Grade / GPA : 4.44out of 5.00 (Grade: A)

Passing Year : 2012

Subject : Business Studies

Workshop & Seminars: Participated workshop “**Prospect of Professional Accountant**” (Md Emaddul Haque).

Workshop on Practical Training Programme in basic operation of Accounting and Inventory software named “**Factura Financials and Tally,ERP 9**”. (Tapan Kumar Fouzder)

Experience: General Banking Activities.

Language Expertise: Fluent at understanding, speaking, and writing both English and Bengali.

Hobbies: Travelling, Reading Book, Gossiping, listing songs Etc.

Personal Skills:

Microsoft Word, Microsoft PowerPoint, MS Excel: Internet & Computer Hardware: English Typing.

Personal Strength:

1. Excellent communication & conceptual skill.
2. Ability to adopt changing work environment.

Personal Details

Name	Shima Begum
Father name	Abdul Monnan
Mother name	Hasna Begum
Present Address	Shahporan Road House No 6 Road No F Khadim Nagar Sylhet
Permanent Address	Shahporan Road House No 6 Road No F Khadim Nagar Sylhet.
Nationality	Bangladeshi (By birth)
Marital Status	Single
Religion	Islam
Birth Date	15 May 1996

References

Md. Masud Rana
Assistant Professor& Head

Md. Rafiquel Islam
Senior lecturer

Metropolitan University, Sylhet Metropolitan University, Sylhet

Department of Business Administration

Department of Business Administration

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Note:

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

Signature