Résumé of …………….

PP Photo

Address:

Cell No:

Email Id:

**Career Objective**

To pursue a challenging career in leading organization that offers opportunities for utilizing one’s skills towards the growth of the organization.

**Educational Qualification**

**Master of Business Administration : Major in Finance**

Institution : Daffodil International University

Result : CGPA **…..** out of 4.00

**Bachelor of Business Administration : Major in Finance**

Institution : Daffodil International University

Result : CGPA **…..** out of 4.00

**Higher Secondary Certificate (H.S.C) : Science**

Institution : Viqarunnisa Noon College

Board : Dhaka Education Board

Result : CGPA **…..** out of 5.00

Year of Passing : 2010

**Secondary School Certificate (S.S.C) : Science**

Institution : Viqarunnisa Noon School

Board : Dhaka Education Board

Result : CGPA **…..** out of 5.00

Year of Passing : 2008

**Training Course, Workshop and Seminar Participation**

* Month long training course on Presentation skills in 2007
* Participated in National Science Fair in 2006

**Computer Skill**

* Operating System: Windows 98/2000,Xp
* Office Management: MS-Word, MS-Excel, PowerPoint, Internet Browsing

**Experiences**

* Worked as a Presenter on RTV
* Worked as a Associate Student Counselor in career Development Center(CDC), DIU

**Language Skill**

* English & Bengali-Good at listening, reading, writing & speaking

**Extra Curricula Activities**

* Participated in debate competition in National Debate Competition 2008
* Life Member of Blood Donation Club

**Personal Information**

Father’s name : Md.

Mother’s Name : Mrs.

Date of Birth :

Nationality : Bangladeshi (by birth)

Religion :

Height :

Marital Status :

Permanent Address : Vill. - P.O. -

P.S. - Dist. -

**References**

Name: Name:

Position: Position:

Office: Office:

Address: Address:

Contact No: Contact No:

E-Mail: E-Mail:

**(Signature)**

**………………  
(Name)**