

RESUME OF SABIHA NAZNIN

Mobile: +88-01881-494803

E-mail: sabihanaznin178@gmail.com



CARRIER OBJECTIVES:

To assess myself as a focused professional in a creative and challenging environment using cutting-edge technologies, where I could constantly learn and successfully deliver solution to problems with responsibility and where my skills and abilities will be fully utilized.

PRESENT ADDRESS:

House # 1975, Rupnagar, East Badda, Badda, Gulshan, Dhaka-1212.

ACADEMIC QUALIFICATION:

Master of Business Administration (MBA)

Institution : Southeast University
Department : Finance
Result : 3.10 Out of 4
Passing Year : 2018

Bachelor of Business Administration (BBA)

Institution : Royal University
Department : Finance
Result : 3.81 Out of 4
Passing Year : 2016

Higher Secondary Certificate (H.S.C)

Institution : Shaheed Bir Uttam Lt Anwar Girls' College
Group : Business Studies
Passing year : 2012
Result : 4.40 (out of 5)
Board : Dhaka

Secondary School Certificate (S.S.C)

Institution : Badda Alattunessa Higher Secondary School
Group : Business Studies
Passing year : 2010
Result : 4.50 (out of 5)
Board : Dhaka

COMPUTER LITERACY:

Basic operating knowledge in Microsoft word, Microsoft Excel, Microsoft PowerPoint & Internet Browsing.

LANGUAGE PROFICIENCY:

- Written: Skilled in both English and Bengali.
- Oral: Fluent in Bengali and English.

EXPERIENCE:

1. **Name of Organization** : Meridien Apparels Ltd.
Designation : Account Officer
Address : Ashulia, Savar, Dhaka.
Duration of Service : 1 Year

TRAINING:

Community Level Volunteer Training Programme

HOBBY

- Enjoy watching variety of sports.
- Prompt, Punctual and Good Communication Skills.
- Friendly positive attitude for having phenomenal result.
- Motivated, efficient, accurate and detail-oriented.
- Strong analytical and problem-solving abilities.
- Making new idea.

PERSONAL INFORMATION:

Name : **Sabiha Naznin**
Father's Name : Nazmul Huda
Mother's Name : MonjuAra Huda
Date of Birth : 10th April, 1995
Permanent Address : House # 1975, Rupnagar, East Badda,
Badda, Gulshan, Dhaka-1212
Nationality : Bangladeshi
Religion : Islam
Gender : Female
Marital Status : Unmarried
Height : 5'3"
Weight : 60kg

REFERENCE:

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| 1. Nazmul Huda
BSM, Bangladesh A567rmy
2 nd & 28 Bengal
Rtd. Date: 31-12-2007
01700940041, 01902042806 | 2. Mr. Malay Sarker
Head Dept. of HMT
Royal University of Dhaka
Cell No: 01712660522
Email: sarker.malay@royal.edu.bd |
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DECLARATION:

I do hereby declare that the above statements are correct and complete to the best of my knowledge.

Signature

(Sabiha Naznin)

Date: