

RESUME OF SABIHA NAZNIN

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E-mail: sabihanznin178@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 Alatunnessa 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	:	10 th 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:

1. Nazmul Huda

BSM, Bangladesh A567rmy
2nd & 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

DECLARATION:

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

Signature

(Sabiha Naznin)

Date: