

CURRICULUM VITAE

Umma Hani Mohona

Arambagh, Motijheel, Dhaka, Bangladesh

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CAREER OBJECTIVE:

Have the true desire to build up an excellent career as a challenging professional working with utmost sincerely and optimum perfection in an organization with offers a competitive and performance based environment and nourish the talents and explores inherent abilities for the development of the organization and the employees.

SPECIAL QUALIFICATION:

- Work well under pressure as part of a team.
- Polite, respectful and courteous manners.
- Responsible, efficient and flexible.
- Ability to work in a fast-paced, intense environment smoothly.
- Talented in problem solving and office system.
- Self-motivated and decision making.
- Quick learner and excellent communication skills.

EDUCATIONAL QUALIFICATION:

Diploma-In-Computer Engineering:

Institute : Feni Polytechnic Institute, Feni
Department : Computer science Technology
Result : 3.53
Passing Year : 2023
Board : Bangladesh Technical Education Board

Bangladesh Madrasah Education (Dakhil)

Institute : Senbag Fazil Madrasah
Board : Madrasah Board
Department : General
Passing Year : 2018
Result : 4.10

SOFTWARE SKILLS:

- Microsoft Office
- Graphics Design

LANGUAGE PROFICIENCY:

Bangla : Speaking & Writing is Excellent
English : Speaking & Writing is Minimal

EXPERIENCE:

- April 2024 – Running
Fihamart Limited
As a Computer Operator
- December 2023 – March 2024
Business Automation Ltd.
As a Support Executive
- August 2023 – November 2023
Alamin & Brothers (5Star Mobile Company)
As a Junior Assistant Engr.

PERSONAL INFORMATION:

Father's Name : AD. Abdul Mojib
Mother's Name : Johura Begum

Permanent Address	: South Arjuntala, Senbag, Noakhali
Date of Birth	: 1/1/2002
Marital Status	: Single
Gender	: Female
Religion	: Islam
Nationality	: Bangladeshi
Blood Group	: B+
Birth Registration No.	: 20027528003006895



Signature