



JAKAYA SULTANA

CONTACT

+880 1733-832117

jakeyasultana126@gmail.com

Mohendranagar, Lalmonirhat

LANGUAGES

- English (Fluent)
- Bangla (Mother Tongue)

TRAINING

COMPUTER FUNDAMENTAL
AND OFFICE APPLICATION
Duration: 3 month (60 Hours)
Institute: EDGE

HOBBY

- Social work
- Travelling
- Event Management
- Drawing

CAREER OBJECTIVE

To obtain a better position with opportunities to utilize my Practical SEO, branding & marketing and technical knowledge and experiences, skill, talent, creativity, sincerity for the better achievement of the organization.

PROFESSIONAL EXPERIENCE

Content Developer:

2020 - PRESENT

Born_to_Click

- Creating content on Microsoft Excel.
- Crating content on Microsoft Word.
- Crating content on Microsoft PowerPoint.

Department: Branding and Marketing

Duties/Responsibilities:

- Coordinating team brand and communication.
- Monitor and report on effectiveness of marketing communications.
- Prepare professional branding plan and motivate branding team.
- Writing and presenting reports to senior management.

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration (BBA)

Major- Accounting
National University
Result:

1st Year- CGPA 3.29 (out of 4)

2nd Year- CGPA 3.64(out of 4)

3rd Year Running

Higher Secondary Certificate (HSC)

Passing Year : 2019
Result : GPA 4.08 Out of 5.00
Group:Business Studies
Board : DINAJPUR

Secondary School Certificate (SSC)

Passing Year : 2017
Result : GPA 4.45 Out of 5.00
Group:Business Studies
Board : DINAJPUR

PERSONAL INFORMATION

Name : Jakeya Sultatana
Father's Name : Md. Emdadul Haque
Mother's Name : Most. Lovely Begum
Date of Birth : 25.Oct.2001
Gender : Female
Marital Status : Unmarried
Religion : Islam
Nationality : Bangladeshi(by Born)
Permanent Address:
Village : Gobai
Post Office : Bholarchawra
District : Lalmonirhat

CERTIFICATION

I verify that all information stated in this resume is true and complete to the best of my knowledge.

Jakeya Sultatana

Signature

Date: