

Curriculum Vitae

Of

SANJIDA SULTANA RIKA

Address: 123, Rani bazaar, Rajshahi

Village: Rani bazaar

Post: G.P.O

Post Code: 6100

Thana: Boalia

District: Rajshahi

Phone no:

Email: sanjana123@gmail.com

Date of Birth: 1st January 2019

Nationality: Bangladeshi

National ID No:

Religion: Islam

Father's Name:

Mother's Name:

Objective: To see myself as a successful engineer

Educational Qualification:

Name of Degree	Board/University	Group	Passing Year	GPA/CGPA
MA in English	Rajshahi University	Humanities	2012	3.78
BA Honors in English	Dhaka University	Humanities	2011	3.75
H.S.C	Rajshahi College, Rajshahi	Science	2007	5.00
S.S.C	Govt. P.N Girls' High School, Rajshahi	Science	2005	5.00

Experience: I have been working as a lecturer in Varendra University from 2nd January 2013

Computer Skill: Internet, MS Word, Typing

Interests: Teaching

Language Skill: Bengali & English both Written and Oral

Reference:

1. Mr. Jahurul Islam
Assistant Professor, Varendra University
Phone No:
Email:
2. Professor Md. Ashraful Alam
Associate Professor, Rajshahi University
Phone No:
Email:

Joining Letter

16th June 2022

Managing Director

National Bank Limited,

Rajshahi Branch,

Rajshahi

Subject: Joining as a senior officer

Sir,

With reference to your appointment letter (memo no – 321570, Date 1st June 2022), and joining the company as a senior officer at 10 o'clock in the morning on the 25th June 2019.

I request you to accept my joining.

Sincerely yours,

Sanjida Sultana

123, Rani bazar

Rajshahi

Phone No:

Resignation Letter (Neg)

Ref no-

Md. Fazley Rabbe

General Manager

127, Dhanmondi, Dhaka

Subject: Resignation letter

Sir,

I want to Mention that, I have joined this company in 2015 as a senior officer. And that means I have been with this company for four years I have not got any promotion and increment. It is mentionable that, the authority has always appreciated my performance. So, I think that the salary and promotion do not go with my qualification. That is why I have taken the decision to resign from the post.

I will resign from the post of senior officer on 15th September 2022.

I request you to Accept my resignation and relief me from this post of senior officer within 15th September 2022.

Sincerely yours,

Sanjida Rika

Senior officer

7/A Uttara, Dhaka

Resignation letter (Positive)

Ref no-

Md. Fazley Rabbe

General Manager

32/A, Dhanmondi

Dhaka

Sub- Resignation letter

Sir,

These four years have been a time of a Great experience for me. I have learned about yeah professional etiquette And many other things regarding professional life from this institution. But recently I have been selected by a university named North Bengal International University for the

post of lecturer in the Department of English. And it has always been my dream to involve myself in teaching profession. That's why I have taken the decision to resign from this post.

I will resign from the post of senior officer on 20th may 2023.

I request you to accept my resignation and relieve me from this post of senior officer within 15th may 2023.

Sincerely yours,

Sanjida Rika

Senior officer