



Laila khatun



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Kisamot Kutamara, Post: Saptibari,
Aditmary, Lalmonirat

LANGUAGE

- English
- Bangla

TRAINING

COMPUTER DIGITAL
GOVERNMENT & ECONOMY
Duration: 3 month (60 Hours)
Institute: EDGE

HOBBY

- ✓ **Traveling**
- ✓ **Redding
Book**

CAREER OBJECTIVE

"I believe that every problem holds an opportunity. I am eager to work with new ideas, expand my learning boundaries, and bring meaningful change. I seek a workplace where my curiosity and creativity are truly valued

PROFESSIONAL EXPERIENCE

1. **Content Developer:** (February 01: 2025 - To be continuing)

Description:

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

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

Higher Secondary Certificate (HSC)

Board	:	DINAJPUR
Passing Year	:	2019
Result	:	GPA 3.33 Out of 5.00
Subject	:	Humanities

Secondary School Certificate (SSC)

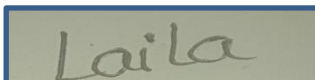
Board	:	DINAJPUR
Passing Year	:	2017
Result	:	GPA 3.95 Out of 5.00
Subject	:	Science

Personal Information:

Father's Name : MD. Lal Mia
Mother's Name : Jorina Begum
Date of Birth : 08/09/1999
Gender : Female
Blood Group : (B+)
Marital Status : married
NID : 5110157418
Religion : Islam
Nationality : Bangladeshi
Permanent Address : Village : Kisamot Kutamara,
Post Office : Saptibari,
Police Station : Aditmary.
District : Lalmonirhat.

Certification

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



Signature

Date:

