Sadia Rahman

Sylhet, Bangladesh

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**Objective**

A dedicated English student with strong academic credentials and diverse co-curricular experiences. Seeking opportunities to enhance my skills and contribute effectively to organizational success.

**Personal Information**

Present Address: Sylhet, Bangladesh

Permanent Address: Ashinol, Bajitpur, Kishoreganj

**Academic Qualifications**

Bachelor of Arts in English

Shahjalal University of Science and Technology (SUST)

Currently in 3rd year

Higher Secondary Certificate (HSC)

Dhaka Board - 2020

Result: GPA 5.00

Secondary School Certificate (SSC)

Dhaka Board - 2018

Result: GPA 5.00

**Skills**

Proficient in Microsoft Office (Word, Excel, PowerPoint)

Effective communication and analytical skills

Creative problem-solving and organizational abilities

**Co-Curricular Activities**

Singing: Participated in cultural events at university and community levels.

Drawing: Exhibited creative works in art competitions and exhibitions.

Office Management: Completed a certified course on office management and administration.

Event Participation: Actively involved in organizing and hosting academic and cultural events.