

Mst. Mukti Siddiki

Masters of Business Administration (MBA)

Contact No: 01852084486

Sector- 10, Road- 01, Uttara, Dhaka-1230.

E-mail: muktisiddiki@gmail.com



OBJECTIVE

To work in a challenging and competitive in any workplace environment requires sense of responsibility, commitment, hard work, focus on consumer credit and collection with potential avenues for learning and growth.

WORK EXPERIENCE

Intern at **National Bank Limited** (Uttara Branch).

September 16, 2021 – December 16, 2021 completed my Internship in general department. The following is a list of a few responsibilities I held at work:

- Examine and analyze the performance of the specific branch as well as the entire bank.
- Fill up the account opening form and learn how the different minded customer handle.

MEMBERSHIP

1. Business & Education Club of Daffodil International University.
2. Rotary Club of Daffodil International University.
3. DIU Finance Club of Daffodil International University.

LANGUAGE PROFICIENCY

ENGLISH –

Reading – 100%, Writing – 100%, Speaking – 70%

INTERESTS

- Writing
- Teaching
- Cooking
- Nature Photography
- Gardening

PERSONAL INFORMATION

- Name: Mst. Mukti Siddiki
- Father's Name: Abu Bakker Siddik
- Mother's Name: Shahanaz Begum
- Gender: Female
- Date of Birth: 05-10-1999
- Marital Status: Single
- Nationality: Bangladeshi
- Religion: Islam

EDUCATIONAL QUALIFICATION

Daffodil International University

Masters of Business Administration
(Major in Finance)

Session: 2023 – Running

Daffodil International University

Bachelor of Business Administration
(Major in Finance)

Session: 2018- 2022

GPA: 3.35 out of 4.00

Milestone College

Higher Secondary Certificate

Session: 2016 – 2017

GPA: 4.67 out of 5.00

(Science)

Milestone School and College

Secondary School Certificate

Session: 2014 – 2015

GPA: 4.72 out of 5.00

(Science)

CERTIFICATIONS

- **Financial Markets**
(Yale University)
- **Excel skills for Business Essentials**
(Macquarie University)
- **Write Professional Email in English**
(Georgia Institute of Technology)
- **Speak English Professionally: In person, Online & On the phone**
(Georgia Institute of Technology)
- **Preparing to Manage Human Resources**
(University Of Minnesota)
- **Take your English Communication Skill to the Next Level**
(Georgia Institute of Technology)
- **Employability skills: Improve Job Opportunities**
(Skill jobs)
- **Positivity – How to build positive mentality**
(Skill jobs)
- **Leadership Qualities- Boss vs Leader**
(Skill jobs)

IT SKILLS

- **Software:** Photoshop
- **Operating System:** Windows (XP/ Windows 7, 8, 10)
- **Microsoft office package:** MS Word, MS Excel, MS PowerPoint.

SOFT SKILLS

- Growth Mindset
- Leadership
- Team Work
- Active Listening
- Time Management
- Communication
- Openness to feedback

WORKSHOP

- **1. CV Writing:**
To learn be loyal and make a perfect professional CV for my future ambition.
- **2. Professional Email Writing:**
Get skill to make a perfect communication in a short ways.
- **3. Essay Writing:**
To write a perfect essay or paragraph with some valuable and important words.
- **4. Professional Presentation:**
Make me a perfect and be professional presenter for coming challenging tasks.

STRENGTHS

- I can comprehend other people's points of view and provide feedback.
- I enjoy meeting new people and forming new friendships.
- I prefer to work in groups because it gives me the impression that the work will be simple.
- I can easily adopt new things and do my best to learn from them.

ACHIEVEMENTS

- A waiver on CGPA: 30%.
- A waiver on HSC and SSC
- GPA-4.67 and 4.72: 20%.
- Achieved several Certificates from Coursera Certificate.
- Virtual Email Writing Etiquette.
- Certificate on Fintech.

REFERENCE:

Professor Dr. Mostafa Kamal

Dean, Academic Affairs (DIU) & Professor
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University (Smart City)
Cell no: +880 173493145
Email: m.kamal@daffodilvarsity.edu.bd

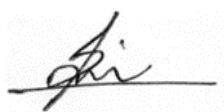
Mizanur Rahman Chowdhury

Vice president and Manager
National Bank Limited
Plot- 103, Sector-07, Uttara Dhaka-1230
Phone: +880 1713388881
Email: mizandu.2019@gmail.com

DECLARATION

I am hereby solemnly declaring that the above information is correct in my best knowledge and belief.

Sincerely,



Mst. Mukti Siddiki