

## Ashfia Rahman

**Present Address** : Khagan, Savar, Dhaka  
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### CAREER OBJECTIVES:

To work with an organization and professionals, so I can secure my position as well as enrich my knowledge and skills.

### EDUCATION:

#### Bachelor's Degree

**Institute Name** : Daffodil International University (DIU), Dhaka, Bangladesh  
**Subject** : Marketing and Human Resources (Business Administration, BBA)  
**CGPA** : 3.35 (Out of 4)  
**Passing Year** : 2019-2023

#### Higher Secondary Certificate (HSC)

**Institute Name** : Lalmatia Mohila College, Dhaka, Bangladesh  
**Subject** : Science  
**CGPA** : 4.42 (Out of 5)  
**Passing Year** : 2018-2019

#### Secondary School Certificate (SSC)

**Institute Name** : Mohammadpur Preparatory School & College, Dhaka, Bangladesh  
**Subject** : Science  
**CGPA** : 4.82 (Out of 5)  
**Passing Year** : 2016-2017

### Experience:

→ 3 months “Internship” experience in “First Security Islami Bank - Birulia Branch”

### EXTRACURRICULAR ACTIVITIES:

→ Vice President - DIU HR Club  
→ Member - DIU Marketing Club

### ACHIEVEMENTS:

→ DIU Marketing Fest 2019 "Ad-Mad" Competition - Championship  
→ Power Session On Leadership (DIU HR Club)  
→ Corporate Finance Institute (CFI)  
→ Become and Make A Leader (goedu)  
→ Employability skills (part 1) - Improve Job  
→ Opportunities (goedu)  
→ Positivity - How to Build Positive Mentality (goedu)  
→ Setting and Achieving, Focus, Goals and Targets (goedu)

- Start-up Entrepreneurship: Complete Guidelines (goedu)
- Corporate Etiquette (10 Minute School)
- Communication Secrets (10 Minute School)
- Presentation and Public Speaking (10 Minute School)
- CV Writing and Interview (10 Minute School)
- Email Writing (10 Minute School)
- Presentation and Public Speaking (10 Minute School)

#### **KEY SKILLS:**

##### **Language Proficiency:**

<i>Language</i>	<i>Speaking</i>	<i>Listening</i>	<i>Reading</i>	<i>Writing</i>
<i>Bangla</i>	<i>Mother Tongue</i>			
<i>English</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
<i>Hindi</i>	<i>Excellent</i>	<i>Excellent</i>	<i>No</i>	<i>No</i>

##### **Computer Literacy:**

- Operating System :Windows Operating System
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- MS Office :MS Word (Advanced), MS PowerPoint, Excel, Access, and Outlook
- Google :Forms, Docs, Slides, Sheets

#### **PERSONAL INFORMATION:**

**Name** : Ashfia Rahman  
**Father's Name** : Md. Anisur Rahman  
**Mother's Name** : Salina Khatun  
**Nationality** : Bangladeshi  
**Date of Birth** : 28 September 1999  
**NID** : 1965200171  
**Religion** : Islam

#### **REFERENCES:**

**Mr. Dewan Golam Yazdani**

**Position:** Assistant Professor

**Organization Name:** Daffodil International University

Department of Business Administration

Faculty of Business & Entrepreneurship

**Contact:** 01671080089

**Email:** [dewan.bba@diu.edu.bd](mailto:dewan.bba@diu.edu.bd)

**Organization Address:** Khagan, Savar, Dhaka

I, the undersigned, certify that, to the best of my knowledge and belief, this resume correctly describes my qualifications and me. I understand that any willful misstatement described herein may lead to my disqualification or dismissal if I am employed.

**Ashfia Rahman.**