

Mar 19, 2021

HR & Administration Department

Frontdesk Bangladesh Limited

House# 363, Lane# 5 (Eastern Road) DOHS Baridhara, Dhaka-1206

Subject: Application for a job Pharmaceutical industry.

Dear Concern,

It is with interest and enthusiasm that I am searching for a Pharmacy related job in a suitable place for a renowned organization. I strongly believe that the skills and abilities I have gained during my career to date make me an excellent candidate for an opportunity. The key proficiency I have which relates directly to related job requirements include communication skills, planning, organizing, team player, adaptability, and flexibility.

I would welcome the opportunity for a personal interview to discuss this further. Please contact me at your earliest convenience to set up a time and date for us to meet.

Thank you for your time and consideration and I look forward to speaking with you soon.

Best regards,

Sadia Sultana Lubna

01703579421

lubnasadiasultana@gmail.com

Attachment:

1. Resume' with recent photograph.

Name : Sadia Sultana Lubna
Address : 32/F-2, Mirpur Road, New Market, Dhaka- 1205.
Contact No : +8801703579421
E-mail : lubnasadiasultana@gmail.com



OBJECTIVE:

To build up my career in the pharmaceutical industry where I can show my immense ambition to become a quick achiever with honesty, sincerity and, creativity to build my career in this profession with self-motivation.

SPECIAL SKILLS:

- Conflict resolution
- Able to pick up new concepts quickly
- Capability to do multitask

EXPERIENCE:

1) **Internship, Aristopharma Ltd. (3rd September, 2018 – 16th September, 2018)**

Area of work:

- Production
- Quality assurance
- Quality control
- Warehouse

Area of knowledge:

- Heating, ventilation, and air conditioning system (HVAC)
- Current Good Manufacturing Practices (cGMP)
- Regulatory activities
- Breakdown and preventive maintenance of machinery and equipment

ACADEMIC QUALIFICATION:

M. Pharm: State University of Bangladesh (CGPA: 3.85, from 2019 to 2020)

B. Pharm: East West University (CGPA: 2.97, from 2014 to 2018)

HSC: Science division from Cambrian School & College (GPA 4.90, 2013)

SSC: Science division from Banani Bidyaniketan School & College (GPA 4.63, 2011)

RESEARCH:

On 'Phytochemical and Pharmacological Investigations on Aqueous Fraction of Coccinia grandis Leaf Extract' under the supervision of Abdullah-Al-Faysal senior lecturer, Department of Pharmacy, East West University.

COMPUTER SKILLES:

- Microsoft Word/ Excel/ PowerPoint, Email communication

EXTRA-CURRICULAR ACTIVITIES:

- Volunteer at East West University 'Pharma Carnival 2018'
- Volunteer at 'Rise Above All' hosted by 'Don Samdany'

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

PERSONAL DETAILS:

Date of Birth : Nov 24, 1996
Nationality : Bangladeshi
NID Number : 8252409316
Marital Status : Married

REFERENCE(S):**Reference- 01**

Name : Dr. Chowdhury Faiz Hossain
Designation : Professor & Chairperson
Organization : East West University
Mobile : +8801708528409
Email : faiz@ewubd.edu

Reference- 02

Prof. Dr. Mohammad Abdur Rashid
Former Dean, Faculty of Pharmacy, DU
Adviser of State University of Bangladesh
+8801711947741
r.pchem@yahoo.com

DECLARATION:

I certify that, to the best of my knowledge and believe the above information correctly describes me and my qualifications.

Sadia Sultana
Signature