

# SAYMA SULTANA

42/1, Malibagh Chowdhurypara, Dhaka; Mob: 01748525369  
saymasultana.0602@gmail.com

## SUMMARY

I would like to work in a position that will allow me to use my skills and diligence to optimize the institution's output while also helping me develop into an excellent person.

## WORK EXPERIENCE

<b>Assistant Teacher</b>	<b>December 2023 - Present</b>
South City School & College South Banasree, Dhaka	
<b>Teacher</b>	<b>June 2023 - November 2023</b>
Monowara Kindergarten School South Banasree, Dhaka	
<b>Intern</b>	<b>October 2022 - January 2023</b>
Shahjalal Islami Bank Limited Malibagh, Dhaka	

## EDUCATION

### Master of Business Administration (MBA)

Canadian University Of Bangladesh  
Passing Year: Present

### Bachelor of Business Administration (BBA)

East West University  
Passing Year: 2023  
Major: Finance  
CGPA: 2.43

### Higher Secondary Certificate (HSC)

Viqarunnisa Noon School & College  
Year: 2017

Background: Science  
GPA: 4.58

### Secondary School Certificate (SSC)

Viqarunnisa Noon School & College  
Passing Year: 2015  
Background: Science  
GPA: 5.00

## ADDITIONAL INFORMATION

- Computer Skills:** MS Word, MS Excel, MS Power Point
- Languages:** Bengali, English