

# **RESUME OF**

## **Mst.Chamely Akter Sumi**



Address: Kuril Bisho Road, jamaj Road, Dhaka.  
Mobile No: +8801518969980  
E-mail: [mstchamelyaktersumi748@gmail.com](mailto:mstchamelyaktersumi748@gmail.com)

### **Career Objective:**

Looking for a position with your Company in public relations to contribute superior language skills, Problems solving abilities, task management skills, Organizational talents, and to contribute to the success of this organization.

### **Career summary:**

Proactive oriented with diverse background in computer and communication. Strong team builder and facilitator, whose hands on approach, personal integrating and reliable, consistently foster an atmosphere of credible relationship with the stakeholder.

### **Special Qualification:**

- ❖ Office application softer, MS Word, MS Excel, MS Presentations, Email, Browser ,Hardware
- ❖ Asset level 1 and Asset Level 3.

### **Experience:**

Name of the company : Ma o shishu hospital.  
Designations : Assistant Accountant  
Duration : 1 Year

### **Academic Qualification:**

<b>Exam Name</b>	<b>Concentration /Major</b>	<b>Institute</b>	<b>Result</b>	<b>Pass. Year</b>	<b>Duration</b>
M.B.A	Accounting	National University	3.19	2019	1
B.B.A	Accounting	National University	2.98	2018	4
H.S.C	Business Studies	Govt.Commercial College	5.00	2014	2
S.S.C	Science	Rangpur poura High school	3.94	2012	2

### **Career and Application Information:**

Looking For : Entry Level Job

Available For : Full Time

## **Personal Information:**

Name	: Mst.Chamely Akter Sumi
Father's Name	: Md.Helal Shekh
Mother's Name	: Mst. Rabeye Bugem
Date of Birth	: 01/01/1998
Religion	: Islam
Nationality	: Bangladeshi
Marital Status	: Unmarried
Blood Group	: A <sup>+</sup> (ve)
Mobile	: 01518969980
Personal Address	: Vill. Uttar Munshipara, Post: Rangpur sadar, Thana: Kotawali District: Rangpur.
Personal Address	: D Block ,Mirpur 12, Dhaka.

## **References:**

**1.Bidhan Chondra Ray**

Lecturer in English  
Carmichael Collage, Rangpur.  
Mobile: 01911-413280

**2.Mostafizer Rahman (Herok)**

Assistant Teacher  
Police Lines School & collage, Rangpur.  
Mobile: 01727-228936

## **Declaration:**

I declare that all the information is furnished in this resume is correct and complete.

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**Mst.Chamely Akter Sumi**

Date:15/01/2025