



CURRICULUM VITAE OF

Hasna Hena

House No# 50/6/3, West Hazipara, Rampura, Dhaka-1219

Cell : 01533137378, 01626848303

E-mail : hasnahena1412@gmail.com

CAREER OBJECTIVES:

Seeking a fulfill position in the field of teaching to acquire a challenging career with a solid Institute that encourages innovative thinking, career development, offers growth opportunity and allows me to utilize my skills.

EXPERIENCE:

➤ Running Job

Designation : Invigilator

Company Profile : Utvash Unmesh Uttoron Coaching Centre

Duration : 12.12.2025 to till now

● Duties/Responsibilities:

- Taking examination in various classes
- Follow up Student to the examination hall
- Follow up to the Student over phone call

➤ Previous Job

Designation : Assistant Teacher

Company Profile : Novelty School and College, South Banasree, Dhaka

Duration : 10.02.2022 to till 31.09.2023

● Duties/Responsibilities:

- Serve Student properly according to Student merit.
- Ensure Student grow up in Class.
- Assist Student to understand listen precisely.
- Maintain Dairy and listen Plan of Student regularly.

ACADEMIC QUALIFICATION:

➤ Bachelor of Education (B.Ed.)

Institute: Govt. Teachers Training College, Dhaka.

Passing Year: 2021

CGPA: 3.66

➤ Master of Business Administration (M.B.A)

Institute: Eden Mohila College, Dhaka.

University: University of Dhaka

Subject: Management

Passing Year: 2017

CGPA: 3.23 (Out of 4)

➤ Bachelor of Business Administration (B.B.A)

Institute: Eden Mohila College, Dhaka.

University: Dhaka University

Subject: Management

Passing Year: 2016

CGPA: 3.22 (Out of 4)

➤ **Higher Secondary School Certificate (H.S.C)**

Institute: National Ideal College, Dhaka.

Passing Year: 2012

GPA: 5.00(Out of 5)

Group: Business Studies

➤ **Secondary School Certificate (S.S.C)**

Institute: Ali Ahmed High School, Dhaka.

Passing Year: 2010

GPA: 4.75 (Out of 5)

Group: Business Studies

TRAINING AND CERTIFICATE:

- Basic Computer course (Three months)

TECHINICAL SKILLS:

- Basic applications of computer operating systems, such as Microsoft
- Major Software: MS-Office (MS-Word)
- Internet: Browsing, E-mail and other communication skills.

LANGUAGE EFFICIENCY:

Good verbal and written proficiency in both Bengali and English.

HOBBIES:

Travelling, Reading Books, Painting and Making Handicraft.

SELF APPRAISAL:

- Can learn quickly the necessary detail of work.
- Ability to cope up with different situation.
- Very good temperament and enjoy challenges.
- Co-operative, Innovative & hardworking.
- Good communication skills and ability to interact well with subordinate work-force.

PERSONAL DETAILS:

Name : Hasna Hena
Father's Name : Md. Iman Mia
Mother's Name : Selina Begum
Present Address : House#50/6/3, West Hazipara, Rampura, Dhaka-1219
Permanent Address : House#156/2, East Goran,Khilgaon, Dhaka-1219
Date of Birth : 14 December, 1995.
Marital Status : Married.
Nationality : Bangladeshi by born.

REFERENCES:

Jyotsna Akter

Assistant Teacher
BAF Shaheen College, Dhaka.
Cell: 01982664021

Dr. Md. Rakibul Hasan

Assistant Surgeon (BCS, Health)
Bauphal Upazila Health Complex
Bauphal, Potuakhali.
Cell: 01711947558

DECLARATION:

I do here by declare that the above information is true and correct to the best of my knowledge.

(Hasna Hena)

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