



## CURRICULUM VITAE OF

### Hasna Hena

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

Cell : 01533137378, 01626848303

E-mail : [hasnahena1412@gmail.com](mailto: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 Uttaror 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)

**TECHNICAL 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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