

Resume Of Sarmin Sultana Mitu



Contact Address:

A-99/3, Bagmara, Shanapar
Narayangonj, Dhaka- 1430
Cell: 01647622611

Professional Objective:

Motivated individual with strong work ethic and working independently. Strong organizational and team collaboration skills with experience in improving processes.

Educational Qualification:

• Master of Social Science(MSS):

Institution	: Begum Badrunessa Govt. Girls Collage (Affiliated DU)
Board	: Dhaka
Department	: Economics
Passing Year	: 2020
Result	: 3.27 (Out of 4.00)

• Bachelor of Social Science (BSS):

Institution	: Begum Badrunessa Govt. Girls Collage (Affiliated DU)
Board	: Dhaka
Department	: Economics
Passing Year	: 2019
Result	: 2.92 (Out of 4.00)

• H.S.C (Higher Secondary Certificate):

Institution	: Shanapar Rowshan Ara Collage
Board	: Dhaka
Group	: Business Studies
Passing Year	: 2014
Result	: 4.90 (Out of 5.00)

• S.S.C (Secondary School Certificate):

Institution	: Dogair Model High School
Board	: Dhaka
Group	: Business Studies
Passing Year	: 2012
Result	: 4.69 (Out of 5.00)

Skills and Abilities:

- Leadership:** Leadership skills to influence people positively.
- Challenge:** Ability to face any challenge with confidence, determination & hard work.

- **Organizational:** Strong managing and organizing capabilities.
- **Communication:** Compatible skills on business communications and managing contacts.
- **Language:** Proficiency in oral and written communication in both English and Bengali.

Interest:

- **Personal Interest:** Reading Books, Gardening, Travelling.

Computer Skill:

- Microsoft Office:
 - i) MS Word.
 - (a) English Typing (b) Bangla Typing
 - ii) MS Excel
 - iii) Internet Browsing & E-mail Communication.

Work Experience:

Profession : Teacher
Institution : Karimonnessa Ideal School
Experience : 8 years teaching

Personal Information:

Name : Sarmin Sultana Mitu
Father's Name : Md Zakir Hossain
Mother's Name : Anowara Parvin
Date of Birth : 01-06-1997
Religion : Islam
Nationality : Bangladeshi (By Birth)
Gender : Female
Marital Status : Married
Blood Group : B positive
Place of Birth : Vill-Bagmara, PO- Shanarpar ,PS-Siddirgonj, Dist- Narayangonj.
Present Address : A-99/3, Bagmara, Shanarper, Narayangonj, Dhaka-1430

Declaration:

I hereby declare that all the information given in this CV is complete and accurate to the best of my knowledge.

Mitu

Date: