

# Resume Of Sarmin Sultana Mitu



## **Contact Address:**

A-99/3, Bagmara, Shanarper  
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 Badrunnessa 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 Badrunnessa 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 : Shanarpar 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.

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 Mitu

**Date:**