



NADIA DEWAN RAKA

Mobile: +8801575375792

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Objective:

To contribute to an organization where I can integrate my knowledge and skills to add value to that organization and explore my potential growth opportunity.

Education:

BBA (Hons.)	2023 Dhaka City College Bachelor of Business Administration Department of Finance & Banking CGPA:3.45
HSC	2016 Dhaka Mohanagar Mohila College CGPA: 4.56
SSC	2014 St. Francis Xaviers Girls High School CGPA: 4.67

Language Skills:

Can Speak fluently, write, and understand English
Can speak and understand Bengali.
Can speak Hindi

Personal Information:

Fathers Name	Shamsul Haque Dewan
Mothers Name	Hosne Ara Begum
Date of Birth	27-Aug-1998
Address	14/A Kailash Ghosh Lane, Court Street Road, Kotwali, Dhaka 1100
Marital Status	Single
Religion	Muslim, Sunni
Nationality	Bangladeshi
Blood Group	O (+ve)
Passion	Traveling, Music, Novels, and Discovering different cultures.

Computer Competency:

Operating System: Windows 98, ME, 2000, NT, XP, Vista, Windows 7, Windows 8, Windows 10

Application software: MS Office. Including MS Excel Access, PowerPoint, and Outlook

Internet capability: Advanced Internet browsing and searching. Familiar with all kinds of browsing software like MS Internet Explorer, Mozilla Firefox, and Opera.

Typing Skill: 35-40 WPM

PROCLAMATION

I, NADIA DEWAN RAKA, certify that the above information is right to the best of my knowledge and belief. These data correctly describe my qualifications and me. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give my consent to obtain official records from any educational institution attended by me.