



GALIBA MIRZA

CAREER OBJECTIVE

To make Positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

EDUCATIONAL QUALIFICATION

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

Name of Institute : Cosmopoliton Laboratory School & College
Board : Dhaka.
Group : Business Studies.
Passing Year : 2019
GPA : 3.39 / 5.00

- **Higher Secondary Certificate (H.S.C) -**

Name of Institute : Central Women's College
Board : Dhaka.
Group : Business Studies.
Passing Year : 2021
GPA : 4.25 / 5.00

- **Bachelor of Science -**

Name of Institute : East West University
Department : Bachelor of Business Administration.
Passing Year : Running.

REFERENCE

Shadia Rasha
HR & Admin Manager
MI HUB Ltd
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Gandaria, Dhaka-1204.

LANGUAGE SKILLS

- English (Fluent)
- Bangla (Fluent)
- Hindi (Basic)

COMPUTER SKILLS

Applications :

- Microsoft Word.
- Microsoft Excel.
- Microsoft PowerPoint.
- Internet Browsing.

EXTRA CURRICULAR ACTIVITIES

- Public Relations.
- Teamwork.
- Time Management.
- Effective Communication.
- Critical Thinking.