**Nazmun Nahar**

**Contact no: 01914-249104**

**Present Address:**

Abul Hosan,

House# 397, Road#12,

Shahin Bagh, Dhaka-1215.

**Objective:**

Looking for a career in a reputed organization, where my knowledge and

experience could be shared and enabled.

**Educational Qualifications:**

**B.A:**

Exam Year : Final (Appear)

Department : Humanities

Institution : Gournadi Govt College

University : National University

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

Exam Year : 2008

Result : 2.20

Group : Humanities

Institution : Gournadi Govt College

Education Board : Barisal

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

Exam Year : 2006

Result : 1.88

Group : Humanities

Institution : Tarki Bandar Victory High School,

Education Board : Barisal

**Sell Appraisal:**

* Honest and Punctual.
* Quick Learner.
* Good as a team member.
* Like to take the challenge.
* Hard working.
* Amiable and Friendly.

**Computer knowledge:**

* Microsoft Office 2007 (MS-Word), MS-Excel, MS-, MS-Access)
* Internet and Website Browsing

**Language skill:**

* Reading, writing, Understanding English Language.

**Career Summary:**

* I am Working as a Ò Office Executive” Under Makkha Medical Center, House#D97.Road#13,Block -D Banani, Dhaka, Bangladesh.

**Jobs Responsibility:**

* Clint Handling.
* Clint Support Service.
* Report Check Out.
* Report Entry.
* Report Delivery.
* Handling PABX System.
* Maintain All Officers Later.
* Checking Office E-Mail.

**Personal details**:

Name : NazmunNahar

Father’s Name : Md. Mustafizur Rahman

Mother’s Name : Jakia Sultana

Permanent Address : Viii: Beki Nagar P.0: Tarki Bandar

P.S: Goumadi Dist: Barisal.

Weight : 45Kg

Marital status : Unmarried

Mobile Number : 01914249104

Date of Birth : 15/09/1989

Nationality : Bangladeshi by Birth.

Religion : Islam

Sex : Female

Blood group : B- Negative

**Sincerely**