Resume

Of

Salma Akther Sumi

**Present Address**

Petrobangla Staff Quarter

P14, House # 4/5, Road # 02

Banani, Dhaka-1213.

Cell: 01676142613.

**Academic qualifications**

H.S.C

Group Humanities

Passing Year 2011

Result GPA-4.00

Institution Holy Cross College, Dhaka

Board Dhaka

S.S.C

Group Humanities

Passing Year 2009

Result : GPA-3.88

Institution : T&T Adarsha High School, Dhaka

Board Dhaka

**Computer skills :**

* Microsoft Office 2007 (MS-Word), MS-Excel, MS-Power Point, MS-Access)
* Internet and Website Browsing
* Sound Knowledge about different technique

**Communication Skills:**

Fluent in Bangla and Englsih both verbal and written.

Expect in all kinds of commercial communications.

Skilled in writing and editing reports.

**Job Experience**

1 year worked as a Promoter in MM Ispahani Ltd. at Banani, Dhaka-1213.

Work as a Promoter From 15days  (Prna), Horlicks 1 Month , Samsung Mobile Phone Activison 3 Months , Ponds Age M (1Month )

**Personal Information**

Father’s Name : Md. Shafiqur Rahman

Mother’s Name : Monowara Begum

Permanent Address : Vill: Chunderpur, P.O. K.D. Hat,

P.S. Dagonbhuiyan, Dist: Feni

Date of Birth : 13th August 1993

Nationality : Bangladeshi by birth.

Religion : Islam

Sex : Female

Marital Status : Unmarried

Salma Akther Sumi

Date: Signature