**Curriculum Vitae**

**of**

**Shahera Khatun Munmun**

**Academic Qualification:**

**Self Analysis:**

**Career Objective :**

**Mailing Address:**

G.P. Cha-33/4, Wireless Gate

Mohakhali, Gulshan

Dhaka-1212.

Contact Mobile: 01964668716

E-Mail: moonsky013@yahoo.com

I want to build up my career in private sector through a competitive and creative environment. I am highly ambitious to do something different and new which will be helpful for my career as well as my country, nation and society.

* Strong Motivation & Commitment
* Ability to work independently as well as in team
* Endurance to work for long hours & under pressure
* Pleasant personally and good inter personal skills

**HSC (Higher Secondary Certificate)**

* Institution : T&T Mohila Degree College
* Board : Dhaka
* Group : Business Studies
* Result : GPA-4.80
* Year : 2009

**SSC (Secondary School Certificate)**

* Institution : T&T Girls High School
* Board : Dhaka
* Group : Business Studies
* Result : GPA-3.63
* Year : 2007

**Hoppies and Interest**

* Reading News Paper Books
* Learning Computer
* Travelling

**Computer Ability**

Operating System: MS Word, MS Excel, MS PowerPoint, Internet Browsing Etc.

**Skills:**

* Able to deal customer
* Can work under4 any pressure
* A quick and correct decision maker
* Have a good tolerance power
* Good idea of fare calculation reservation ticketing and other documentation
* Good knowledge of Marketing
* Skill in telephone conversion.

**Language Proficiency**

* Well capable of communicating with people in Bangla
* Have good communication skiolls in English and
* Capable in understand and speak in Hindi

**Personal Details:**

Name : Shahera Khatun Munmun

Father’s name : Mohammad Ali

Mother’s Name : Nahar Begum

Permanent Address : G.P. Cha-33/4, Wireless Gate

Mohakhali, Gulshan, Dhaka-1212.

Date of Birth : 13/05/1991

Religion : Islam

Nationality : Bangladeshi

Marital Status : Unmarried

Sex : Female

**Experience:**

* Worked as a sales executive in Banglar mela (2 years)
* worked as a sales executive in Drapes (1 year)
* worked as a sales executive in Shodai (1 year)

Signature: Date: