



25/2/22

Fatema Khanam

Address: Adeal Corner

House # 8/A, 5/A, 6B, Road # 14(New).

Dhanmondi, Dhaka.

Mobile: 01710-620204, Email: fatema_81@yahoo.com

CAREER OBJECTIVE

To build a career in an organization in which there is scope for learning, performing individually as well as in a team, decision making and to achieve professionalism by applying the knowledge and understanding of the fast-changing business world.

REFESSION EXPERIENCE

Name of the Employer : **National Academy for Educational Management(NAEM)**
Present Status : Accountant (Contactual)
Location : Dhaka (beside of Dhaka College)
Period : Presently working since August 2010

Assignment :
☐ Activities involved with all officer, staffs salary documentation
☐ register books entry & posting file and transfer A/C software
☐ Activities involved with everything all charges/bill voucher entry & posting file and transfer A/c software.
☐ Finally Submit all report to account officer/officer in charge

Name of the Employer : **Asia Net**
Position Held : Officer, Admin & Executive
Location : 166,Mirpur Road, Lake Circus Kalabagan
Dhanmondi, Dhaka-1205.
Period : July 2009 to August 2010

Name of the Employer : Samaj Unnyan Sangstha
Position Held : Officer, Administrative
Location : 7/1, Sultan Ahmed Road, Moulavipara, Khulna-9100
Period : January 2005 to March 2007

EDUCATION

M.B.A Marketing, CGPA- 3.33 Point, South East University, 2006
 M.Com : Management, 2nd Class, National University, 2004
 B.Com : Management, 2nd Class, National University, 2002
 H.S.C : Commerce, 2nd Division, Jessore Board, 1998
 S.S.C : Science, 1st Division, Jessore Board, 1996

COMPUTER

Diploma Course (1 Year) : CGPA 3.35 Point ,Borak Institute, 2008
 Internet Tools : Internet Explorer, Netscape

PERSONAL DATA

Father's Name : Abul Hashem Shaikh
Mother's Name : Khadiza Begum
Permanent Address : Village-Kumerkhali, P.O--Bastoli,
 : P.S-Rampal, Dist.-Bagerhat
Date of Birth : 26th January 1981
Nationality : Bangladeshi (By Birth)
Gender : Female
Religion : Islam (Sunni)
Marital Status : Unmarried
Languages Knowledge : English & Bengali
Interest : Traveling & public Communication

MY TRAITS

- ☐ Can work under pressure as a team to serve the best interest of my employ.
- ☐ Good communication ability.
- ☐ Capable of adopting in any type of environment.
- ☐ Very much energetic and in excellent physical condition.
- ☐ Zeal to excel career, self-motivated and driver to explore the potential.
- ☐ Responsible, trustworthy and Law-abiding in all that the organization does


Reference

Reference: 01

Shaikh Ekramul Kabir
Director.
Training & Implementation
National Academy for Educational Management
Dhaka(beside of Dhaka College)
Tel.-02-8650478
Cell-01714037777

Reference: 02

Dr. Md. Atiar Rahman
Asst. Professor
Dept. of Paediatrics
B.S.M.M.U in Dhaka
Shahbag, Dhaka
Cell -01552417057


21.03.2011
Fatema Khanam