
Maliha Rashid

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Objective: To build up a promising career in the field of Private Sector management and contribute to the development and growth of the company by means of dynamic leadership and professional skill in a challenging corporate environment.

Summary of qualification: Professionally competitive to handle the financial management and General administration duties. Have sufficient skills on Microsoft Word, Excel, and PowerPoint. Fluency both in written and oral English as well as Bangla. Hard worker, quick learner, and strong ability to assume responsibility.



Personal Qualities:

1. Innovative thinker and excellent leadership skills.
2. Maintain good relationship with co-workers as well as employer.
3. Excellent in influencing the people
4. Able to motivate and negotiate with people

Education:

2018	Bachelor of Business Administration (BBA) Major: Management CGPA: 3.10/4.00 Pabna Govt. Edward Collage University
2013	Higher Secondary Certificate (HSC) Group: Commerce, GPA: 4.60 Dhaka City Collage, Dhaka
2011	Secondary School Certificate (SSC) Group Commerce, GPA: 5.00 Pabna Govt Girls' High School, Pabna .

Hobbies:

- Reading novels & news paper
- Interacting with people

Special skills:

- Computing: Sufficient working knowledge on Microsoft Word, Excel, PowerPoint and. Also a regular user of internet.
- Linguistic: Fluency both in written and oral English -IELTS score 5.5
- Love to maintain good relationship with all colleagues and co-workers.

Interests

- Internet Surfing.
- Adventure Sports.
- Traveling.
- Social Service

Personal information:

Date of birth:	29 th October, 1995
Father's name:	Md. Zamunar Rashid
Occupation:	Business man
Mother's name:	Shirina Rashid
Parmanent address:	House No 79, Shadhu Para Badh, Pabna-6600
Nationality:	Bangladeshi (by birth)

Referees:

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I, the undersigned, certify that, to the best of my knowledge and belief, these data correctly describe me, my qualification and my experience.



(Maliha Rashid)