

# Samia Shabnam Reeti

House: 20, Shahid Minar Road, Kallyanpur, Dhaka- 1207  
T: +8801687808907  
E: samiareeti410@gmail.com



## Objective

The main goal of my career is to pursue a more challenging job in a dynamic and esteemed organization where I will be able to work in any kind of situation with full efforts and freedom to utilize my academic knowledge and skills for developing future career.

## Academic Profile

### **Awarded Examination : Bachelor of Business Administration (B.B.A)**

Name of Institution	:	Bangladesh University of Business and Technology (BUBT)
Department	:	Finance
Result	:	CGPA- 3.55
Passing Year	:	2019

### **Awarded Examination : Higher Secondary Certificate (H.S.C)**

Name of Institution	:	Dhaka Commerce College
Concentration	:	Business Studies
Result	:	5.00 out of (5.00)
Awarding Board	:	Dhaka
Passing Year	:	2013

### **Awarded Examination : Secondary School Certificate (S.S.C)**

Name of Institution	:	Kallyanpur Girl's School & College
Group	:	Business Studies
Result	:	4.69 out of (5.00)
Awarding Board	:	Dhaka
Passing Year	:	2011

## Experience

### **Internship (General Banking, Foreign Exchange and Card division) Southeast Bank Limited (SEBL)**

#### **Job Responsibilities:**

- Serve as one point telephonic contact to customers on banking solutions.
- Advise bank customers on financial investments.
- Handle customers professionally.
- Learn about banking products to respond to related customer queries.
- Communicate to Front Office and update department management of branch operations and status.

Skills	<ul style="list-style-type: none"> <li>Inspect staff preparation of payments and reports.</li> <li>Prepare management reports.</li> <li>Lists totals in holdover register and posts net balances to daily position reports to determine new position.</li> <li>Computes net balances and informs trading personnel</li> </ul>													
	Duration: From 24 <sup>th</sup> October,2018 to 21 <sup>st</sup> January, 2019													
	<p>Computer Skills:</p> <p>Have a good ability in making any kinds of documents with MS Word, MS Excel, and MS Power Point. Have also a good ability in making website page and browsing all of the sites of Internet.</p> <p>Language Skills:</p>													
	<table border="1"> <thead> <tr> <th>Language</th><th>Reading</th><th>Writing</th><th>Speaking</th></tr> </thead> <tbody> <tr> <td>Bengali</td><td>Excellent</td><td>Excellent</td><td>Excellent</td></tr> <tr> <td>English</td><td>Medium</td><td>Medium</td><td>Medium</td></tr> </tbody> </table>			Language	Reading	Writing	Speaking	Bengali	Excellent	Excellent	Excellent	English	Medium	Medium
Language	Reading	Writing	Speaking											
Bengali	Excellent	Excellent	Excellent											
English	Medium	Medium	Medium											
Personal Details:	<ul style="list-style-type: none"> <li>Full Name : Samia Shabnam Reeti</li> <li>Father's Name : Muhiuddin Khan</li> <li>Mother's Name : Fahima Akter</li> <li>Date of Birth : 2<sup>nd</sup> April, 1995</li> <li>Nationality : Bangladeshi (by birth)</li> <li>Religion : Muslim</li> <li>Marital Status : Unmarried</li> <li>Permanent Address : Vill: Borni, P.O: Tungipara, P.S: Gopalganj Sadar, Dist: Gopalganj</li> <li>Height : 5'-3.5"</li> <li>Sex : Female</li> <li>Blood Group : O<sup>+</sup> (ve)</li> <li>NID No (Smart Card) : 283 715 5528</li> </ul>													
Reference	<p>Name : Syed Faisal Omar</p> <p>Designation : Senior Executive Vice President</p> <p>Organization : Southeast bank Limited</p> <p>Address : Eunoos Trade Center 52-53 Dilkusha` C/A Dhaka - 1000` Bangladesh.</p> <p>Contact Phone : +88029578326, 9563490</p> <p>Mobile : 01730097256</p> <p>Email : faisal.omar@southeastbank.com.bd</p> <p>Relation : Family friend</p>													