

# Farjana Faija

## Curriculum Vitae

North Polashpool,  
Satkhira Sadar,  
Satkhira-9400, Satkhira

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✉ farjana.faija29@gmail.com



### Objectives

To work for the organization that has scope for development and expansion and genuine commitment to professional. And utilize my communication, interpersonal, organizational and customer service skill, in order to increase productivity within an organization.

### Self Assessment

I would like to introduce myself as a sincere, honest, hard working, pragmatically challenging, self-motivated and reasonably presentable person having positive attitude towards working with good interpersonal relations with different nationals and diversities.

### Experience

June, 2018 – **Intern**, Sonali Bank Limited, Khulna.  
August, 2018 ○ Financial Performance Analysis

### Education

- Passing Year **Masters of Business Administration, Major in Human Resource Management**, *Institute of Business Administration, Univesity of Rajshahi*, Rajshahi, Bangladesh.
- Running
- 2018 **Bachelor of Business Administration, Major in Finance**, *North Western University*, Khulna, Bangladesh, CGPA: **3.65** (on scale **4.0**).
- 2012 **Higher Secondary Certificate**, *Satkhira Government College*, Jessore, Bangladesh, GPA: **4.80** (on scale 5.00).
- 2010 **Secondary School Certificate**, *Satkhira Government Girls High School*, Satkhira, Bangladesh, GPA: **4.81** (on scale 5.00).

### Languages

English **Professional Working Proficiency**  
Bengali **Native or Bilingual Proficiency**

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## Computer Proficiency

MS-Office MS-Word, MS-Excel, MS-Power Point  
Operating Windows Vista, Windows 7, 8 & 10  
System

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## Special Qualification

- Training 1. Campus to Corporate Program, FUTURE LEADERS, North Western University, Khulna, Bangladesh, 2018 (1 day)
- Certificates 1. Certificate of Participation, **Budget Olympiad**, 2017  
2. Certificate of Participation, Workshop on **Campus to Corporate Program**, 2018  
3. Certificate of Participation, **Internship Program for BBA**, 2018

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## Personal Information

Name Farjana Faija  
Father's A.T.M Abdul Hai  
Name  
Mother's Asma-Ul-Husna  
Name  
Mailing North Polashpool, Satkhira Sadar, Satkhira-9400, Bangladesh  
Address  
Date of Birth November 29, 1995  
Nationality Bangladeshi (by birth)  
Gender Female  
Marital Single  
Status  
Blood Group O(+ve)

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## References

**Dr. Md. Hasanath Ali**  
Professor  
Department of Business Administration  
University of Rajshahi,  
Rajshahi, Bangladesh  
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