

## JANNATUL NAIM LIA

Contact no: 01741719067



### Carrier objective:

Interested to serve as a good worker,  
To serve the country as well as enhancing my skills,  
Interested to apply my knowledge for developing the workspace reputation,  
Interested to learn and cope with updated technologies.

### Educational Qualifications:

#### □ Bachelor Of Business Administration (B.B.A)

Institution name : Bangladesh Islami University  
Department : BBA  
Year of Completion : 2019  
Major : HRM  
Result : CGPA( 2.86)

#### □ Higher Secondary Certificate (HSC)

Institution name : Central Women's College  
Board : Dhaka  
Group : Business Studies  
Year of Completion : 2012  
Result : GPA( 4.60)

#### □ Secondary School Certificate (SSC)

Institution name : Haider Ali High School  
Board : Dhaka  
Group : Science  
Year of Completion : 2010  
Result : GPA (3.88)

### Experience:

- Internship in **Bridge Holdings Limited** in Accounts department.  
Intern ( 1<sup>ST</sup> December, 2018 to 28<sup>th</sup> February, 2019 ).  
Department: Accounts & HRM.
- Writing And Oral Communication.
- Worked as an **Assistant Teacher in Glory Future Model School, from April 2018 to June 2020.**

### Skill And Interests:

#### ➤ Interest :

- Traveling And Learning
- Reading Newspaper, Books.
- Gardening

#### ➤ Software Skills :

- Application Software: MS Office
- Operating system: Windows 7, Windows 8, Windows 10, Windows XP.

### Linguistic Proficiency:

- Fluent conversant in **Bengali** and **English**; both **speaking** and **writing**.

### Extracurricular Activities:

- Organizer of study tour in **Polar Icecream Factory**, Dhaka- Tejgaown.
- Learning Graphic Design.
- Learning And Implementing New Technologies.

### Self-Appraisal:

- Honest and Hard Working.
- Nice Presentation skill.
- Good as a team member.
- Responsible and Confident.
- Quick Learner.
- Energetic, Amiable and Friendly.

### Personal Details:

Father's Name	:	Moksadur Rahman
Mother's Name	:	Khadija Begum
Date of Birth	:	31 <sup>ST</sup> December 1994
Sex	:	Female
Nationality	:	Bangladeshi (by birth)
Religion	:	Muslim
Marital Status	:	Single
Height	:	5.1"
Blood Group	:	B-(ve)
NID No	:	730 865 6011

### Contact Address

Present Address	:	House# 72, North Manda, Mugda, Dhaka-1214
Permanent Address	:	Vill: Joygupi, P/O: Balia-8300, Bhola Sadar, Bhola.

**References:**

Professor DR. Arshed Ali Matubber  
Dean, Faculty of Business Studies & Associate Professor in HRM  
Chairman, DBA  
E-mail: [biudbaam@yahoo.com](mailto:biudbaam@yahoo.com)  
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Professor DR. Mohammad Ashrafur Rashid  
Associate Professor in HRM  
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**Declaration:**

I, Jannatul Naim Lia, hereby declare that the above information is true to the best of my knowledge and belief.

Date:



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(Jannatul Naim Lia)