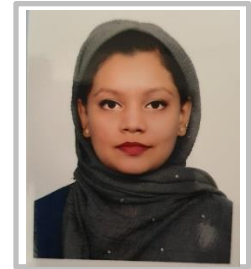


**SILIMA SUBHA**

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**SUMMARY**

*A BBA graduate under the realm of **Finance** from North South University with natural ability of leadership to excel in any area. Proven academic and curricular achievements, and possesses right skills to propel the organization in achieving their goal and objective.*

**HIGHLIGHTS**

- Highest distinction(Summa cum laude) graduate
- Strong understanding of financial analysis
- Excellent interpersonal, leadership, and public speaking skill
- Excellent presentation skills
- Outstanding communications abilities

**ACADEMIC DETAILS****Year 2020**

Bachelor of Business Administration (BBA)

**North-South University,**

Major: Finance

Result: Current CGPA: 3.84 (Out of 4)

**Year 2013:**

Higher Secondary Certificate (HSC)

English Version

Cantonment Public School and College (Chittagong)

Result: CGPA: 5.00 (Out of 5)

Group: Science

**Year 2011:**

Secondary School Certificate (SSC)

English Version

South Point School and College (Chittagong)

Result: 5.00 (Out of 5)

Group: Science

## WORK EXPERIENCE

December 2019- Present	North South University	Research Assistant
Dhaka, Bangladesh	<u>Key Responsibility:</u> <ul style="list-style-type: none"> <li>Worked with data collection on different international banks.</li> <li>Researching on various burning topics like 'Green Financing'</li> <li>Working on for publishing paper on 'Corporate Governance'</li> </ul>	
January 2020- February 2020	BRAC Bank Limited (Head Office)	Intern
Dhaka, Bangladesh	<u>Key Responsibility:</u> <ul style="list-style-type: none"> <li>Accountable to play an integral role for major five branches of BRAC Bank Ltd. in Shanchayapatra section of Cards Operation Department under their pilot project</li> <li>Managing the database of the Shanchayapatras under these major branches</li> <li>Responsible for the sending the Shanchayapatra acknowledgement request to the customer end instantly under these major branches</li> <li>Coordinate with card operations and all the branches to ensure smooth distribution of the issued Shanchayapatra to the customers.</li> <li>Successfully coordinating the issuance and on time delivery of Sanchayapatra request for the priority customers to ensure high level of customer satisfaction.</li> </ul>	
September 2014- August 2015	Sunrise Coaching Centre	Teacher
Chittagong, Bangladesh.	<u>Key Responsibilities:</u> <ul style="list-style-type: none"> <li>Taught Physics, Chemistry, Biology, Math, Higher Math of Class ix and x; and English, General Science, Math for class v, and iv as an Assistant teacher in Sunrise Coaching Centre.</li> <li>Established positive relationships with students and provided tutoring when necessary</li> <li>Participated in regular meetings with the administrator to provide input</li> </ul>	

## ACADEMIC AWARD

- Received 25% academic scholarship from North South University in the under graduation program due to academic excellence.

## EXTRA CURRICULAR ACTIVITIES

- Winner of NTV 'Tiffin er Phaake' painting award in year 2006
- Regular participant of cultural events (Dance, painting, singing) of school and college
- Consistent winner of sets speech and debate at school
- Earned certificate on MS Excel: Excel boot-camp organized by North South University Career and Placement Center

## COMPUTER SKILL

- Proficient user of Microsoft Office
- Internet

## LANGUAGE SKILL

- Bangla (Native)
- English: Speaking, Writing, Listening and Reading (Fluent)
- Arabic Reading and Writing (Intermediate)

## REFERENCE

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