

Resume
Of
Mastura Khatun
Contact No: +8801783064787
Email: masturamasti@gmail.com
(4th Floor), Malibagh, 1st land, Mouchak, Dhaka-1217



CAREER OBJECTIVE

With my interpersonal skills, creativity and learning experiences willing to achieve a dynamic and challenging job at your organization and keen to enrich my Carrier.

ACADEMIC QUALIFICATION

Name of Degree : **Master's of Business Administration**

Concentration/Major : AIS (Accounting information System)
Institution : Jagannath University
Result : CGPA: 3.03 out of 4
Year of Passing : 2017

Name of Degree : **Bachelor of Business Study (BBS)**

Institution : Dhamoirhat M.M Collage Naogaon
Result : 2nd Class
Year of Passing : 2012

Name of Degree : **Higher Secondary Certificate (HSC)**

Concentration/Major : Commerce
Institution : Dhamoirhat Women's College Naogaon
Board : Rajshahi
Grade : 3.10 (B) out of 5.0
Year of Passing : 2009

Name of Degree : **Secondary School Certificate (SSC)**

Concentration/Major : General
Institution : Gangra Islamia Balika Dakhil Madrasah Naogaon
Board : Dhaka
Grade : 4.50 (A) out of 5.0
Year of Passing : 2007

EXTRA CURRICULUM ACTIVITIES

- Have completed an Internship paper on, “Performance Analysis of Export Import Procedures”.

TRAINING

Training Title : Computer Basic Course (6 month),

SKILL AND ATTRIBUTES

- Absolutely Positive hard working with a positive attitude.
- Resourceful effective communication skill.
- Work independently and as a team member.
- Handle high pressure situation and deadlines.
- Capable of finding out and solving problems.
- Effective in maintaining good communication with others.

LANGUAGE PROFICIENCY

Have a good writing and speaking command in English and Bengali.

COMPUTER SKILL

Office Program	: Microsoft Word, Microsoft Excel, Microsoft Power Point etc.
Auto Cad Program	: Electrical single line design (classic).
Operating System	: Microsoft Windows 7,8,8.1,& 10
Others	: Internet Browsing, Adobe Illustrator CS6 (classic), Adobe Photoshop (classic), Video Scribe etc.

INTERESTS

Reading, Tour, Good relationship with people & also interest in listening music and watching movies etc.

PERSONAL DETAILS

Name	: Mastura Khatun
Father's Name	: Mugahar Ali
Mother's Name	: Mahfuza
Permanent Address	: Vill-Chaksharif, P.O-Raghunathpur, P.S-Dhamoirhat, Naogaon
Date of Birth	: 01 May, 1992
Nationality	: Bangladeshi
Religion	: Islam
Marital Status	: Single
Sex	: Female
Blood Group	: A+ (Positive)
Height	: 5'-3"

REFERENCES

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| 1. Dr. Shakhawat Hossain
Asst.Professor
Department of AIS
Jagannath University
Cell :+8801714339955 | 2. Dr. A.B.M. Abdul Matin
Associate Professor
Dept. of Surgery
Sheikh Sayera Khatun Medical College,
Gopalganj
Cell :+8801819221920 |
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DECLARATION

I declare hereby that all information I have presented so far are true to my knowledge. If required and where applicable, this document can be supported by authentic certificates/papers.

Mastura

Mastura Khatun
Date: 26.10.2020