



Resume of Arfan Sultana

Mobile : +8801825457456

Email : arfanalam65@gmail.com

Key Strength:

- Honesty & integrity.
- Excellent interpersonal skills.
- Strong work ethic/diligence.
- Persuasive.
- Positive attitude.

Experiences:

1. Enlisted as a Panel Lawyer at **Bandhu Social Welfare Society** since Oct'2021. Working for legal support to the sexual minority.
2. Worked as an Advocate at **Islam Associates** from January'2019 till February'2020 under the guidance of Advocate Md. Jahedul Islam Koyel.

Job Responsibility:

- Gather relevant information regarding Land in all prime locations in Dhaka and its adjacent areas and other major cities of Bangladesh.
 - Deal with the various landowners, collect related papers from landowners.
 - Finalize Deed of agreement.
 - Represent the company at criminal/civil Court & ensure that the suit is progressing swiftly.
 - Perform any other function within the legal framework.
 - Examination of land/property documents.
 - Preparing different types of deeds/agreements/undertakings.
3. Worked as a Reservation Officer of **Al Noor Overseas** from Aug'2008 till Dec'2016.

Job Responsibility:

- Ticketing & Reservation
- Corresponding with respecting Airline offices for different commercial issues.

Academic Qualification

- Master of Law from Dhaka International University. Session: 2017-2018, examination held on 2020 (GPA - 3.75)
- LL. B (Pass Course) from Bangabandhu Law College (Under National University). Session 2012-2013, examination held on 2015 (2nd Class)
- Masters in Political Science from Eden Mohila College (Under National University). Session 2007-2008, examination held on 2011 (1st Class)
- Certificate Course on Information & Communication Technology (ICT) from Eden Mohila College (Under National University). Session 2007-2008, examination held on 2011 (GPA - 3.75)
- B.S.S Honours (Political Science) from Eden Mohila College (Under National University). Session 2003-2004, examination held on 2010 (2nd Class)
- Higher Secondary Certificate from Feni Government College on 2003 from Arts Group (GPA - 3.50)
- Secondary School Certificate from Feni Government Girls High School on 2001 from Science Group (GPA - 2.88)

Professional Training & Enrolment

- Attend workshop on Income Tax organized by Dhaka Taxes Bar Association December'2020.
- Attend A to Z Practical Training on Income Tax organized by BD Tax Care (BTC).
- Enrolled as Advocate in Dhaka Judge Court (Dated:23-12-2018)
- Enrolled as Income Tax Practitioner (Year-2019).
- Excellent knowledge of MS Word, Excel & PowerPoint.

Personal Profile:

Husband Name	: Mohammed Nurul Alam Businessman
Place & Date of Birth	: Feni, 02-March-1986
Nationality	: Bangladeshi by birth
Marital Status	: Married
Religion	: Islam
Blood Group	: A+
Mailing Address	: 2 nd Floor, 891, Taz Villa, Shahidbag, Dhaka-1217. Bangladesh.
Permanent Address	: 25, Naznin Villa, Nuria Mashjid, Feni -3900. Bangladesh.