

April 2, 2021

Hiring Manager

Bangladesh Honda Pvt. Ltd.

Dear Concern,

I am interested in the position of Assistant - Procurement at Bangladesh Honda Pvt. Ltd. I am a fresh graduate and currently pursuing a Professional Master's Degree in Procurement and Supply Management in Brac University. I want to enrich myself with real-life experience. I have basic knowledge of ERP software and I am very much excited about the job's responsibilities because that will help me to reach my future goal. My university classes won't create any problem during workdays because they are held on holidays.

Though I don't have any previous work experience, but I want you to put believe in me. I am confident about my skills to provide you highest level of satisfactory results. I have also enclose my resume. I look forward to meeting with you.

Sincerely

A handwritten signature in black ink, appearing to read 'Sharmin Sultana Julee', with a horizontal line drawn underneath the name.

Sharmin Sultana Julee

April 2, 2021



SHARMIN SULTANA JULEE

Mobile: +8801931852644

Email: julee385@gmail.com

Address: 429/3 North Goran, Khilgaon,
Dhaka-1219, Bangladesh.

Career Objective

To work in an organization which can provide me opportunities to expand my knowledge and improve my skills and learn and grow while working towards the organizational goals.

Personal Info

Birthdate:

December 17th, 1997

LinkedIn:

[linkedin.com/in/sharmin-julee](https://www.linkedin.com/in/sharmin-julee)

Facebook:

[facebook.com/julee123sharmin](https://www.facebook.com/julee123sharmin)

Languages

- Bangla – Native
- English – Proficient

Hobbies

- Graphic Designing
- Watching Movies
- Learning new things

Educational Qualifications

- **Professional Master's Degree in Procurement and Supply management**
Brac University, Bangladesh
2nd semester Running (Enrollment 2020-2022)
- **B.Sc in Botany**
Jagannath University, Bangladesh.
CGPA 3.56 (Passing year 2019)
- **HSC, Science from Dhaka Board**
National Ideal College
GPA 5.00 (Passing year 2015)
- **SSC, Science from Dhaka Board**
Motijheel Govt. Girls' High School
GPA 5.00 (Passing year 2013)

Extra-Curricular Activities

- Organize Functional events in University.

Technical Skills

Certified Software skills:

- Microsoft word
- Microsoft PowerPoint
- Microsoft excel (advanced)
- Adobe illustrator
- Adobe Photoshop
- Social Media Marketing

Soft Skills

- Quick learner
- Self-motivated
- Good Communication
- Team Management
- Leadership
- Service-focused