

RAZIA SULTANA BARSHA

Address: Kunji Lal Moti Villa, Nazumiahath
Hathazari , Chattogram
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Email: rsbarsha1995@gmail.com



OBJECTIVE

To work as a part of dynamic team in a cutting-edge firm where hard work and sincerity are appreciated and to apply the knowledge that I have accumulated during my study.

EDUCATIONAL QUALIFICATION

Master of Business Administration (MBA) - Ongoing

Concentration : Human Resource Management
Institution : International Islamic University Chittagong
CGPA : 3.844 (out of 4.00)
Passing Year : 2020

Bachelor of Business Administration (BBA)

Concentration : Human Resource Management
Institution : International Islamic University Chittagong
CGPA : 3.33 (out of 4.00)
Passing Year : 2018

Higher Secondary Certificate (HSC)

Institution : Kuyaish Burischor Sheikh Mohammad City Corporation College
Group : Science
GPA : 3.60 (out of 5.00)
Passing Year : 2014
Board : Chittagong

Secondary School Certificate (SSC)

Institution : Kuyaish Burischor Sammilani High School
Group : Science
GPA : 4.50 (out of 5.00)
Passing Year : 2012
Board : Chittagong

KEY SKILLS

- Leadership
- Communication
- Team Work
- MS Office Word , Excel , Power Point
- Time Management
- Problem Solving
- Quick Learning

Certified in **Modern Office Management and Computer Application**
by **Department of Youth Development, Bangladesh.**

Professional Qualifications

Internship on Compensation Management at Jamuna Oil Company (3months)

TRAINING & CERTIFICATIONS

- Attended the seminar on “**Career Development & Study Abroad**”, organized by Career Council. (April 07, 2017)
- Participated in “**Human Resource Management Practices: The Crying need of Time**” – **Workshop**”, organized by IIUC HR CLUB, Chittagong. (September 15, 2018)
- Attended an Industrial Tour at Heidelberg Cement Ltd. (September 5, 2018)

PERSONAL DETAILS

Father : Md. Jashim Uddin
Mother : Rabeya Begum
Sex : Female
Blood Group : O +ve
Date of Birth : 3rd July, 1995
Marital Status : Single
Nationality : Bangladeshi (by birth)

Permanent Address : Village: Jhorkhali, Post office: Natunhat, Police Station: Kathalia,
Zilla: Jhalokathi

REFERENCES

Zahid Hossain Bhuiyan Assistant Professor Faculty of Business Studies International Islamic University Chittagong Cell: +8801726104444 Email: Zahidsite@yahoo.com	Prof. K M Golam Mohiuddin Hon'ble Vice-Chancellor International Islamic University Chittagong Cell: +8801827408717 Email: vc@iiuc.ac.bd
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