**RESUME**

**Of**

**Most. Shima Khatun**

Mobile: +8801608-454530

**Career Objective:**

To exchanging maximum value with reputed organization and to join in a dynamic working environment where enterprising spirit and effort is valued, individual and team performance is rewarded as well as to obtain a position where I can gain experience in a professional environment and acquire new skills that will guide me to my career objectives.

**Education Qualification:**

**Name of Examination: Higher Secondary Certificate (H.S.C)**

Institution : Sattikari Technical School and BM College.

Result : 4.71 (Out of 5.00)

Group : Secretarial Science

Passing Year : 2020

Board : Bangladesh Technical Education Board(BTEB)

**Name of Examination: Secondary School Certificate (S.S.C)**

Institution : Khassuriber High School

Result : 3.67(Out of 5.00)

Group : Business Studies

Passing Year : 2015

Board : Rajshahi

**Language Proficiency:**

* Bangla (Mother Tongue).
* English (Good command in speaking, reading & writing).

**My Capabilities:**

* A good team working man
* Good interpersonal and communication skill
* Consisting and hard working

**Computer Skill:**

* Microsoft Word, Microsoft Excel, Microsoft Power Point, E-mail & Internet Browsing.

**Interest:**

* Like to talk different of people.
* Like ot work under a group or working with others also likes works hard.

**Job Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Company** | **Address** | **Designation** | **Duration** |
| Lab Aid | Mirpur-12 | Marketing | 1 Year |

**Personal Profile:**

Name : **Most. Shima Khatun**

Father’s Name : Md. Motahar Ali

Mother’s name : Fulmala

Present Address **:** Argentpara, Hemayetpur, Savar, Dhaka

Permanent Address **:** Vill: Panagari P.O: Natuarpara

P.S: Kazipur Dist: Sirajgonj

Date of Birth : 21-11-1999

Marital Status : Unmarried

Gender : Female

Nationality : Bangladeshi

Blood Group : AB (+ve)

Religion : Islam

National ID : 6464237061

**Declaration:**

I confirm that to the 'best of my knowledge, the information given here is correct and complete.

**Date**:....../......../.............. **(Most. Shima Khatun)**