

# Resume Of Samira Islam



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House:- House: 15 Firoza Manzil, Singapore Road, Madartake, Bashabo.

## CAREER OBJECTIVE

To pursue a challenging career and be part of a progressive organization that gives scope to enhance my knowledge, skills and to reach the pinnacle in the computing and research field with sheer determination, dedication and hard work.

## CAREER GOAL

- To contribute effectively and efficiently and build up challenging carrier with in a National, International & Multi-National organization.
- Want to show my efficiency in Company's future flurries.
- Set up a Positive impression that lead the company's progress.
- Be an obedient employee.
- Desired to a successful.

## ACADEMIC QUALIFICATION

### Masters of Bachelor Administration (M.B.A)

Name of the Institution : Govt. Bangla College  
Subject : Management  
Result : 3.17 (out of 4.00)  
Year of Passing : 2022  
University : 7th Colleges Affiliated with University of Dhaka

### Bachelor of Business Administration (B.B.A)

Name of the Institution : Govt. Bangla College  
Subject : Management  
Result : 2.78 (out of 4.00)  
Year of Passing : 2021  
University : 7th Colleges Affiliated with University of Dhaka

### Higher Secondary Certificate (H.S.C)

Name of the Institution : BCIC College  
Group : Business Studies  
Result : GPA - **3.58 (scale of 5.00)**  
Year of Passing : 2017  
Board : Dhaka

### Secondary School Certificate (S.S.C)

Name of the Institution : B.A.D.C High School  
Group : Business Studies  
Result : GPA - **4.06 (scale of 5.00)**  
Year of Passing : 2015  
Board : Dhaka

**IT SKILL:****Certification:****1. INSTITUTE OF ALIF ICT**

- Office Course & Graphics Design  
Duration: 6 Months & 1 Year Interne

**2. INSTITUTE OF ALIF ICT**

- Basic Hardware & Basic Networking  
Duration: 2 Months

**PRACTICAL KNOWLEDGE**

**Operating System** : Windows- 7, Windows 8.1 & Windows 10  
**Application Program** : Microsoft Office (Ms Word, Ms Excel, Ms PowerPoint, Internet & Email)  
**Graphics & Multimedia** : Adobe Photoshop, Adobe Illustrator.

**LANGUAGE**

Mother Language: Bangla

Language	Speak	Understand	Read	Write
English	Good	Good	Good	Good
Hindi	Good	Good	-	-

**INTEREST**

Reading Novels, Traveling, Gardening, Photography, Cooking etc.

**TRAINING**

Title of Training/Workshop	Institution	Major Topics Covered	Duration	Training Year
Officer Course	Alif Computer	Office Course	6 Months	2018

**PERSONAL DETAIL**

**Name** : **Samira Islam**  
**Father Name** : Saiful Islam  
**Mother's Name** : Chamili Begum  
**Permanent Address** : Vill: Char Gohal Baria, P.O: Krishnapur  
P.S: Manohardi, Dist: Narsingdi  
**Date of Birth** : 06-06-1999  
**Religion** : Islam  
**Nationality** : Bangladeshi  
**Blood Group** : O- (ve)  
**Height** : 5' - 1"  
**Sex** : Female  
**Marital Status** : Married  
**Contact Number** : +8801790814514  
**E-mail Address** : [islamsamira98@gmail.com](mailto:islamsamira98@gmail.com)

## EXPERIENCE

**Call Center Officer** (September 23, 2023 – April 23, 2024)

E-Zone Limited (bKash Call center).

Planner's Tower, 13/A Sonargaon Road, Dhaka 1000

**Marketing Officer** (January 07, 2022 – August 15, 2023)

Comprehensive Trade Link.

House #8, Road# 4/A, Dhanmondi, Dhaka-1209

Duties/responsibilities:

- Communicate with target audiences and build and develop customer relationships.
- Help with marketing plans, advertising.
- Conduct market research.
- Monitor and report on competitor activity.

## DECLARATION

I, the undersigned, do hereby declare that to the best of my knowledge and belief these curriculum vitae correctly describe my qualification and me.

Samira Islam.

**Signature**

Date: