

SUMAIYA ISLAM

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Career Objective:

I am a highly motivated English Literature graduate from Begum Rokeya University, Rangpur, seeking a challenging position that will leverage my academic record and volunteer experience.

Career Summary:

An enthusiastic and results-oriented English graduate student with a passion for communication and a proven track record of success in volunteer leadership and marketing initiatives. I am skilled in written and verbal communication, project management, and event coordination.

Special Qualification:

Language : Bangla (Native), English, Hindi (Intermediate)
Microsoft Office : Skilled in Word, PowerPoint, and Excel.
Skills : Speaking, Writing, Hosting, Volunteering.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result (CGPA)	Passing Year	Duration
Bachelor of Arts (BA)	English	Begum Rokeya University, Rangpur	3.37 out of 4	2023	4
HSC	Commerce	Dinajpur Govt. Women College	4.17 out of 5	2018	2
SSC	Science	Setabganj Pilot Model High School	4.06 out of 5	2016	1

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Preferred Job Category : NGO/Development, HR/Org. Development, Showroom
Assistant/Salesman, Company Secretary/Regulatory affairs,
Data Entry/Computer Operator
Preferred District : Dinajpur, Rangpur, Dhaka.

Skills:

Fields of Skill	Description
<ul style="list-style-type: none">MS Word/ Excel/ PowerPoint/ OneNoteVolunteerHosting	I can easily work in any sector where MS Office is mandatory. I can also volunteer at events and arrange programs with the team. I can also host any program.

Extra Curricular Activities:

1. Hosting in “English Literary Fiesta, Language and Literature – 2023”
2. Volunteering at the “Youth Ending Hunger” organization.
3. Arranged Stage Drama Occasion of English Department.
4. Arranged Annual picnics. Cultural programs, Sports programs, etc as a member of the managing committee.
5. Worked on affiliate marketing in social media.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	High	Medium	High

Personal Details :

Father's Name : Abdus Sattar (Late)
Mother's Name : Tahera Begum
Date of Birth : 18 February 2000
Gender : Female
Height (Meter) : 1.65
Weight (Kg) : 58
Passport No : A15466215
Passport Issue Date : 4/15/2024
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Murshidhat, Setabganj, Dinajpur.
Current Location : Rangpur
Blood Group : O+