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| **SUMAIYA ISLAM**    Ashratpur, Abu Sayed More, Rangpur Cadet College, Rangpur 5404  01731-769403, 01609-969829  sumaiyaislam4593@gmail.com |  |

**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:**

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| --- | --- | --- | --- | --- | --- |
| **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:**

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| --- | --- | --- |
| 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** |
| * MS Word/ Excel/ PowerPoint/ OneNote * Volunteer * Hosting | 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 :**

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| 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+ |