**RESUME OF**

***Raya Sultana***

|  |
| --- |
| **Mailing Address:** |

Present Address : 1A/43 Kandalanka road, P.O: Jhitka, P.S: Harirampur, Dist:Manikgonj.

Mobile Number : 01731932261, 01916499377

E-mail Address : [sonaliali5@gmail.com](mailto:sonaliali5@gmail.com)

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

To skills, contribute in an organization where I can integrate my knowledge and experiences to add value to the organization and explore my potentials and also make extensive contribution to organization’s long term goal.

|  |
| --- |
| **Academic Qualifications:** |

**M.S.S In Economics**

Institution : Govt. Devendra College,

University : National University

Result : 2nd Class

Passing year : 2015

**B.S.S Honours In Economics**

Institution : Govt. Devendra College,

University : National University

Result : 2nd Class

Passing year : 2014

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

Institution :Jhitka Khawja Rahamat Ali Degree College

Group : Business

Board : Dhaka

Passing year : 2006

Obtained GPA : 3.90

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

Institution : Jhitka Pailot Girls’ High School

Group : Business

Board : Dhaka

Passing year : 2004

Obtained GPA : 3.25

|  |
| --- |
| **Basic Personal Information:** |

• Name : Raya Sultana

• Father’s Name : Sm Ashraf Ali

• Mother’s Name : Champa Ali

• Present Address : 1A/43 Kandalanka road,P.O: Jhitka, P.S: Harirampur, Dist:Manikgonj. •Permanent Address : 1A/43 Kandalanka road,P.O: Jhitka, P.S: Harirampur, Dist:Manikgonj. • Date of Birth : 18 May, 1987 • Nationality : Bangladeshi (By Birth). • Religion : Islam • Marital Status : Unmarried • Blood Group : B (+)

|  |
| --- |
| **Computer Skill:** |

• Operating System : Windows 10/ 8.1/7

• Office Applications : MS Office 2010 (MS Word, MS Excel, MS Access, MS Power Point).

• Communication : Internet Browsing.

|  |
| --- |
| **Language skill:** |

• English : Well versed in both written and spoken English.

• Bengali : Mother tongue.

|  |
| --- |
| **Major Strength Areas:** |

• Ability to work under challenging, stressed conditions and long hours.

• Excellent presentation, report writing skills and disseminating information.

• Confidence to meet and convince the top management of the organization.

• Ability to coordinate and oversee the work of subordinates.

• English proficiency in both oral & written, excellent computer skill.

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

•Debating,Program presentation, Music, Books, Travel, Sports etc.

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

|  |  |
| --- | --- |
| Gerendro Kumar Ray  Assistant Professor  Dept of Economics  Govt. Devendra College  Mobile: 01715405689 | Nasir Hossain  Assistant Professor  Dept of Economics  Govt. Devendra College  Mobile: 01712653333 |

**Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Raya Sultana**