

Resume Of UMMA SALMA RAHMA

**Mailing Address :**

C/O: Shamsunnahar Hana

Vill : Negua, P.O: Kishoreganj,

P.S: Kishoreganj Sadar, Dist: Kishoreganj

Cell : 01735-735585

E-mail : ummasalmarahma924@gmail.com

CAREER OBJECTIVE :

To build up my career in a challenging and rewarding position at a winning organization where creativity, sincerity, skill, performance and honesty are the criteria for one's appraisal and recognition.

ACADEMIC QUALIFICATION

Academic Status : *Bachelor of Business Administration (B.B.A Hon's-4 years)*

Department : Management

Result : CGPA 2.64 out of 4.00

Name of University : National University

Name of Institute : Walinewaz Khan College, Kishoreganj

Passing Year : 2017

Academic Status : *Higher Secondary Certificate (H.S.C)*

Board : Dhaka

Group : Business Studies

Result : GPA 3.90 out of 5.00

Name of Institute : Poura Mohila College, Kishoreganj.

Passing Year : 2012

Academic Status : *Secondary School Certificate (S.S.C)*

Board : Dhaka

Group : Business Studies

Result : GPA 3.56 out of 5.00

Name of Institute : Hashmat Uddin High School, Kishoreganj.

Passing Year : 2010

COMPUTER EXPERIENCE:

1. Skilled in Windows, Operating System, Microsoft Office (Word, Excel, Power Point and Internet Browsing & E-mail Access)
2. I have four years practical experience in Ruposhi Bangla Gold Testing Center as Computer Operator.

LANGUAGE PROFICIENCY :

Good command over speaking and writing both Bengali and English.

PERSONAL INFORMATION :

1. Name : Umma Salma Rahma
2. Father's Name : Late Abdul Qader Goni Mia
3. Mother's Name : Shamsunna Hana
4. Permanent Address : Vill : Negua, P.O: Kishoreganj
P.S: Kishoreganj Sadar, Dist: Kishoreganj
5. Date of Birth : 30-12-1994
6. Sex : Female
7. Blood Group : O+
8. Marital Status : Married
9. Religion : Islam
10. National ID No : 6899733031
11. Nationality : Bangladeshi by Birth
12. Height : 5'-1" Feet
13. Weight : 56 kg

PROCLAMATION :

I certify that all the information stated in this resume is true and complete to the best of my knowledge. I authorize your institution to verify the information provided in this resume. I shall be glad to answer any queries that you may have in this regard.

Signature

Umma Salma Rahma

Date :