

Resume
Of
Rufia Begum

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Gonoshampur, Borkapon, Moulvibazar Sadar, Moulvibazar.



Career Objective

To obtain a position as an executive in a growing, dynamic, and vision-oriented organization with excellent career growth prospects where hard work, leadership ability, decision-making skills, organizational discipline orientation, and creative problem-solving qualities are the key factors for success.

Academic Background

□ **Masters of Sosial Science (M.S.S)**

Subject : Political Science
Result : Second Class
Institute : Moulvibazar Govt. College, Moulvibazar
Passing Year : 2019
University : National University

□ **Bachelor of Arts (Pass Course)**

Group : BA
Result : Second Class
Institute : Kamalganj Gano College, Kamalganj
Passing Year : 2014
University : National University

□ **Higher Secondary School certificates (H.S.C)**

Result : GPA 4.30
Institute : Abdul Gofur Chowdhury Mohila College, Kamalganj
Board : Sylhet
Passing Year : 2011
Group : Humanities

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

Result : GPA 3.56
Institute : Bhandari Goan High School, Kamalganj
Board : Sylhet
Passing Year : 2009
Group : Humanities

Language Proficiency

□ Have strong written and spoken skills in both English and Bengali.

Computer Literacy

- ☐ Operating Systems: Microsoft Windows (XP//Windows 7,8,8.1,10,11)
- ☐ Application tools: Microsoft Office (Word, Excel, PowerPoint, etc.)
- ☐ Others: Internet browsing, E-mails.

Self-Assessment

- ☐ Creative Minded.
- ☐ Energetic and willing to face challenges.
- ☐ Optimistic to handle any critical situation.

Interest and Hobbies

- ☐ Novels
- ☐ Watching movie
- ☐ Listening to music
- ☐ Reading newspaper

Experience

1. I have been working as a Credit Officer at Patakuri Society in Moulvibazar from 13 November 2024 to till now.
2. I have been worked as a Credit Officer at Unnayan Sahayak Sangstha (USS) in Moulvibazar from 01 August 2023 to 12 November 2024.
3. I have been worked as a Health Assistant (HNPP) at Brac in Moulvibazar from 15 January 2022 to 31 July 2023.
4. I have been worked as a Program Assistant (WASH) at Brac in Kamalganj, Moulvibazar from 08 May 2012 to 31 July 2014.

Personal Details

- ☐ Name : Rufia Begum
- ☐ Father's name : Harun Miah
- ☐ Mother's Name : Fatema Begum
- ☐ Permanent Address : Vill: Gonoshampur, P.O: Borkapon
P.S: Moulvibazar Sadar, Dist: Moulvibazar,
- ☐ Date of Birth : 01 January 1993
- ☐ Nationality : Bangladeshi
- ☐ Religious : Islam
- ☐ Sex : Female
- ☐ Marital Status : Married
- ☐ Language : Bangla and English

With Regards

Rufia Begum