

# Curriculum Vitae of

Sayma Sadya Lucky

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## **Career Objective:**

To enhance my knowledge & capabilities by working in a co-operative & helpful environment which will allow contribution of sincerity, punctuality, commitment & hard work to learn and explore structured career advancement.

## **Personal Information:**

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| Full Name         | : Sayma Sadya Lucky                                                 |
| Father's Name     | : Motaleb Hossain Molla                                             |
| Mother's Name     | : Taslima Begum                                                     |
| Permanent Address | : Vill-Rathura, P.O- Nagori<br>P.S-Kaliganj, Dist- Gazipur          |
| Present Address   | : Vill- Kalidaspotty, P.O- Nannar-1822<br>P.S- Dhamrai, Dist- Dhaka |
| Date of Birth     | : 28 January 1996                                                   |
| Place of Birth    | : Gazipur                                                           |
| Sex               | : Female                                                            |
| Marital Status    | : Married                                                           |
| Nationality       | : Bangladeshi                                                       |
| Religion          | : Islam                                                             |

## **Academic Background:**

### **Bachelor of Business Administration (B.B.A.) Examination [2019]**

|               |                                                                    |
|---------------|--------------------------------------------------------------------|
| University    | : Daffodil International University, Dhanmondi, Mirpur Road, Dhaka |
| Major         | : Finance                                                          |
| Result (CGPA) | : 3.36                                                             |

### **Higher Secondary Certificate (H.S.C.) Examination [2013]**

|              |                                                 |
|--------------|-------------------------------------------------|
| Institute    | : National Ideal College, Khilgoan, Dhaka-1219. |
| Board        | : Dhaka                                         |
| Group        | : Business Studies                              |
| Result (GPA) | : 5.00                                          |

### **Secondary School Certificate (S.S.C.) Examination [2011]**

|              |                                |
|--------------|--------------------------------|
| Institute    | : Motijheel Model High School. |
| Board        | : Dhaka                        |
| Group        | : Business Studies             |
| Result (GPA) | : 4.56                         |

## **Computer Proficiency:**

Computer knowledge on various applications and programs of computer operation. Like- MS Word, MS Excel, Power point, Office XP, Internet browsing, E-mailing.

## **Skills:**

- Good communication skill in English and Bengali (Speaking & Writing)
- Strong interpersonal leadership skills.
- In making friendship and browsing internet.

## **Others Activities:**

1. Worked as a **Team member** of **Startup Business** program in our university.
2. Worked as an **Operator** of **Breakfast Mela** program of our university supervised our course teacher.
3. Participate in a TVC making competition as a group member for a new product launch named **Ignite**.

## **Training:**

1. Professional Customer Service at “Times ASL Call Center” from 8th July to present powered by SEIP, BACCO.
2. Communicative English language speaking at “WASDA (work place skills development academy)” powered by SEIP, BACCO.

## **Experience:**

1. Assistant Teacher She-re Bangla Model High School and College since 02 May 2020 to 11 January 2022.
2. Assistant Teacher Ashabon Model School since 15 January 2022 to 31 December 2023.

## **Job Responsibility:**

- To plan and prepare appropriately the assigned courses and lectures.
- To conduct assigned classes at the scheduled times.
- To demonstrate competence in classroom instruction.
- To implement the designated curriculum completely and in due time.
- To plan and implement effective classroom management practices.
- To design and implement effective strategies to develop self-responsible/independent learners.
- To promote students’ intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects.
- To engage students in active, hands-on, creative problem-based learning.
- To provide opportunities for students to access and use current technology, resources and information to solve problems.
- To provide opportunities for students to apply and practice what is learn.
- To define and communicate learning expectations to students.
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students.
- To model honesty, fairness and ethical conduct.
- To model a caring attitude and promote positive inter-personal relationships.
- To model correct use of language, oral and written.
- To foster student self-control, self-discipline and responsibility to others.

**Reference:**

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|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 2. Md. Abul khair<br>Chairman (Times Group)<br>Mob: 01731-032232                                 | 1. Professor Md. Lutfar Rahman<br>PhD Vice-chancellor<br>Deffodil International University<br>Mob: 01819-254885 |
| 3. Md. Morshed Alam<br>Principal Shree Bangla Model High School and College<br>Mob: 01916-447045 |                                                                                                                 |

**Declaration:**

I do hereby declare that all the aforesaid information is true and correct to the best of my knowledge.

**Signature & Date**

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(Sayma Sadya Lucky)