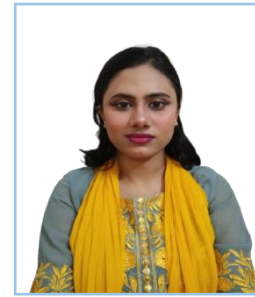


Curriculum Vitae of

NUSRAT JAHAN RIPA

- Mobile : +880 17 4076 6178
- Email : rripaa08@gmail.com
- Address : Mirpur 11, Dhaka



CAREER OBJECTIVE

Dedicated and motivated graduate in Finance & Banking seeking a challenging position where I can contribute my skills and academic knowledge to growth of an organization while continuously learning and enhancing my capabilities.

LANGUAGE PROFICIENCY

- Bengali: Native
- English: Proficient

PERSONAL PROFILE

Full Name : Nusrat Jahan Ripa
Date of Birth : 1st August 1999
Blood Group : O+
Home District : Lakshmipur
Religion : Islam
Nationality : Bangladesh

EDUCATION

Bachelor of Business Administration [BBA]

Session: [2019-2020]
Govt. Bangla College, Dhaka
Year of Graduation: [2023]
Major: Finance & Banking
CGPA:2.90 [Out of 4]

Higher Secondary Certificate, HSC [2019]

Harun Mollah College [Dhaka Board]
Group: Business Studies [Result: 4.17 Out of 5]

Secondary School Certificate, SSC [2017]

Jannat Academy high school [Dhaka Board]
Group: Business Studies [Result: 4.59 Out of 5]

KEY ABILITIES

I'm an ambitious and hardworking individual who is always eager to learn and grow.

SKILLS

- Expert Knowledge in Finance & Accounting
- Proficient in Microsoft Word, Excel and PowerPoint
- Good Communication & Presentation Skills
- Ability to work both independently and in a team.

COMPUTER PROFICIENCY

I have received training from BGTTC on the Asset Project by **NSDA** on computer operation level-3. I'm proficient in Microsoft Word, PowerPoint and Excel with strong skills in website and social networking page management, emailing, internet browsing.

EXPERIENCE:

I worked as a Data Entry Operator at Golden Harvest Infotech (**GHITL**) for three months.

REFERENCE

Abul Monsur

General Manager | Digital Service Experience

Email: md.monsur@bkash.com | Mobile: +880 16 1000 1260

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