

CURRICULUM VITAE

Mst. Sadia Khanam

Present Address: Vill: Nayabari, P.O: Guthia, P.S: Wazirpur,

Dist: Barishal. **Contact Number:** 01753-394927



CAREER OBJECTIVE :

To secure a challenging position in a reputable organization where I can utilize my academic background in Sociology and my technical skills in computer applications to contribute to the organization's growth while enhancing my professional capabilities.

COMPUTER SKILLS :

- **MS Word:** Proficient in document creation, formatting, and official correspondence.
- **MS Excel:** Skilled in data entry, basic spreadsheets, and data management.
- **PowerPoint:** Capable of creating professional and engaging presentations.
- **General:** Skilled in internet browsing and basic hardware operations.

EDUCATIONAL QUALIFICATION :

Name of Exam	Subject	Board/University	Passing Year	GPA/CGPA
BSS (Honours)	Sociology	National University	2023	3.10
HSC	Humanities	Barishal Board	2019	4.00
SSC	Science	Barishal Board	2017	4.50

PERSONAL INFORMATION :

- **Father's Name:** Md. Feroj Howlader
 - **Mother's Name:** Mst. Shilpi Begum
 - **Date of Birth:** 28/01/2001
 - **Nationality:** Bangladeshi (By Birth)
 - **Religion:** Islam (Sunni)
 - **Marital Status:** Unmarried
 - **Permanent Address:** Vill: Nayabari, P.O: Guthia, P.S: Wazirpur, Dist: Barishal
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STRENGTHS :

- Strong communication and interpersonal skills.
 - Ability to work effectively under pressure.
 - Highly organized and detail-oriented.
 - Quick learner and adaptable to new environments.
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DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Signature: Sadia