



ISRAT JAHAN

Address: Old Moulovi Para, Chawkbazar , Cumilla– 3500, Bangladesh

Mobile: +88 01777-380652

Email: isratjahan.ij.cvgc@gmail.com

Career Objective

Looking forward to make result-oriented contributions towards completion of projects with extensive knowledge and rich experience aiding in consistently monitoring the progress of projects & grow rapidly with increasing responsibilities. Intend to work with a leading NGO.

Education

- BBA in Finance, Britannia University, Cumilla, Bangladesh, CGPA: 3.76 out of 4 in 2020
- HSC in Business Studies, Cumilla Victoria College, Cumilla Board, GPA: 4.00 out of 5 in 2012
- SSC in Business Studies, Cumilla Board, GPA: 4.88 out of 5 in 2009

Special Skills

- Leadership
- Good communication skills.
- Excellent presentation skills
- Customer service
- Sales and marketing
- Team work
- Public speaking
- Good organization skills and the ability to work under pressure
- Microsoft Office Application

Work Experiences

Internship

October 2020 – December 2020

Exim Bank Ltd, Kandirpar Branch, Cumilla .

- Provide customer service, account opening, general banking, credit and other related banking services.

Language Skills

- English – Good professional proficiency in reading, writing, listening and speaking
- Bengali – Native

IT/Technical Skills

- Good working proficiency in Microsoft Word, Excel, PowerPoint presentation, email and internet browsing.

Personal Info

Date of Birth: 1 December,1992

Nationality: Bangladeshi

(Israt Jahan)