

RESUME OF MOST. SHAPNA KHATUN



Present & contact address

House No:, Road No:, Block:
Goynakandi , Dhukuria Bera ,
Belkuchi, Sirajganj.
Mobile: 01533-658962, 01872-272246
Gmail : kmostshapna@gmail.com

Career Objective

To build up career as a eminent professional through a reputed organization. To reach career excellence through dedication sincerely, creativity, hard work and also seek continuous self-improvement with the changing organization internal and external needs.

Academic Qualification

(SSC) Secondary School Certificate	Institute	Daulatpur ML. High School, Sirajganj.
	Group	Business Studies
	Board	Rajshahi
	Result	GPA 4.81 (out of 5.00)
	Year of passing	2013
	Session	2011-2012
(HSC) Higher Secondary Certificate	Institute	Dowlatpur College, Sirajganj.
	Group	Business Studies
	Board	Rajshahi
	Result	GPA 4.25(out of 5.00)
	Year of passing	2015
	Session	2013-2014
(BBA) (Bachelor of Administration)	Institute	Sirajganj Govt. Collage, Sirajganj.
	Depertment	Accounting
	Board	National University
	Result	CGPA 3.21 (Out of 4.00)
	Session	2015-2016
(MBA) (Master of Business Administration)	Institute	Sirajganj Govt. Collage, Sirajganj.
	Depertment	Accounting
	Board	National University
	Result	CGPA 3.05 (Out of 4.00)
	Session	2019-2020

Personal Information

Name :	Most. Shapna Khatun
Father's Name :	Md. Abdul Malek PK
Mother's Name :	Most. Halima Begum
Present Address :	Goynakandi, Dhukuria Bera, Belkuchi, Sirajganj.
Permanent Address :	Goynakandi, Dhukuria Bera, Belkuchi, Sirajganj.
Date of Birth :	31/12/1996
Gender :	Female
Marital Status :	Unmarried
Nationality :	Bangladeshi (By Birth)
Religion :	Islam
Blood Group :	A (+)
National ID No :	2857136069
Height :	5'4''
Weight :	56 KG

DECLARATION:

I hereby consciously ascertain that to the best of my knowledge and belief, all particulars given are true and correct; and understand that should any false statement(s) and or omission(s) be made here with, I personally will be liable. Also declare that the information furnished above is true.

Language Proficiency:

Bengali : Speaking, Reading, Listening & Writing skill is excellent.
English : Speaking, Reading, Listening & Writing skill is good.

Computer Skill:

Basic Computer skill 06 Month (Ms word, Ms Excel, Ms Power Point, Access, E-mail & Internet Browsing).

Self Assessment:

- Creative minded.
- Good co-operation capacity with all ages of people.
- Patience and optimistic of handling any critical situation.
- Excellent grasping capability and understanding the concepts clearly.
- Sense of responsibility and a very hard worker.

Date:...../...../.....

Your Sincerely
Most. Shapna Khatun