

Curriculum Vitae

Beli Khatun

Mailing Address:

Village: Kabariabari, Post Office: Kabariabari - 2054

Police Station: Sarishabari, District: Jamalpur

Mobile: +8801981-007681

E-mail: bellytarafder3@gmail.com



CAREER OBJECTIVE

With a vision to flourish my career on a challenging path, I would like to dedicate myself in the teaching sector that involves professional challenges hard work in carrying out the responsibilities toward the achievement of the goal of ensuring profitability through quality service.

PROFILE

I am keen to find an entry level position and

- Able to work own initiative of as a part of team and deal administrative duties competently
- Able to perform in strong demanding work environment.

ACADEMIC QUALIFICATION

ACADEMIC QUALIFICATION

Bachelor of Social Science (B.S.S.)

- ❖ Institution Name : Ibrahim Khan Govt. College
- ❖ Subject : Economics
- ❖ Result : CGPA- 3.05 (Out of 4)
- ❖ Board Name : National University
- ❖ Passing Year : 2022

Higher School Certificate (H.S.C)

- ❖ Institution Name : Khandaker Fazlul Haque Degree College
- ❖ Group : Humanities
- ❖ Result : GPA- 3.83 (Out of 5)
- ❖ Passing Year : 2018
- ❖ Board Name : Dhaka

Secondary School Certificate (S.S.C)

- ❖ Institution Name : Kabariabari High School
- ❖ Group : Science
- ❖ Result : GPA- 4.67 (Out of 5)
- ❖ Passing Year : 2016
- ❖ Board Name : Dhaka

FIELDS OF SPESIALIZATION

Software Skills:

- ❖ **Basic Computer Knowledge**
- ❖ **Microsoft Office Package:** MS Word, MS Excel, MS Power Point.
- ❖ **Others:** Internet Browsing, Emailing.

Language Skills:

- ❖ Fluency and written capability in both Bengali and English.

Interpersonal Skills:

- ❖ Ability to cope up with different situation, Good Communication Skill.
- ❖ Have the ability to work across cultures and organization boundaries.
- ❖ Well mannered, smart, disciplined and punctual.

Strength and Potentialities:

- ❖ **Honesty.**
- ❖ **Sincerity.**
- ❖ **Ambitious.**
- ❖ **Positive Attitude.**
- ❖ **Excellent Organizer.**

FIELDS INTEREST

- ❖ Reading Books, Listening Music, Browsing Internet, Playing, Photography.

PERSONAL INFORMATION

Name	: Beli Khatun
Father's Name	: Md. Belal Hossain
Mother's Name	: Moriom Begum
Permanent Address	: Vill: Kabariabari, P.O: Kabariabari- 2054 P.S: Sarishabari, Dist: Jamalpur
Date of Barth	: 31/12/2000
Nationality	: Bangladeshi (By Birth)
Marital Status	: Unmarried
Religion	: Islam
Gender	: Female
National ID No.	: 2413878774
Height	: 5 Feet 2 Inch
Weight	: 48 Kg

DECLARATION

I, hereby, declare that the information stated is correct to the best of my concern.

Date: 13-05-2026

Sincerely yours

বেলী খাতুন

.....
Beli Khatun