

Curriculum Vitae



Personal Information

Name: Onamika Das
Father's Name: Sree Ramkrishna Das
Mother's Name: Kalpona Rani Das
Date of Birth: 05 January 1998
Gender: Female
Marital Status: Single
Nationality: Bangladeshi
National ID No.: 6461407675
Phone Number: +880 1761-442609
Email: Onamikadas981@gmail.com

Present Address & Permanent Address

Village/Town: Ajmeru
Post Office: Bhujbal (Post Code: 3200)
Upazila/Thana: Moulvibazar Sadar
District: Moulvibazar

Career Objective

A motivated and detail-oriented graduate seeking a challenging position in the banking sector where I can utilize my educational **background in Management** and my skills in customer service, communication, and financial record handling. I aim to contribute positively to the institution's success through hard work, integrity, and dedication.

Academic Qualifications:

Examination	Board/ University	Group Subject	/ GPA CGPA	Year	Roll
S.S.C	Sylhet	Science	4.69	2014	107536
H.S.C	Sylhet	Business Studies	4.33	2016	507929
B.B.A (Honors)	National University	Management	3.05	2020	

Skills & Competencies

- Strong knowledge of office management and financial documentation.
- Proficient in MS Word, Excel, PowerPoint, and basic accounting software.
- Excellent communication and customer service abilities.
- Ability to work under pressure and maintain accuracy.
- Strong teamwork and interpersonal skills.

Work Experience

Internship / Training: Completed project work on Management Practices and Financial Record Keeping during graduation, gaining hands-on experience in data handling and office documentation.

Voluntary/Personal Experience: Assisted in maintaining records for a local shop/business and supported community events involving financial record-keeping and logistics.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Good	Good	Good

Personal Attributes

- Honest, disciplined, and sincere in professional duties.
- Quick learner with a positive attitude toward growth.
- Committed to teamwork and punctuality.
- Enthusiastic about new challenges and continuous improvement.

Hobbies & Interests

- Reading books on management and finance.
- Watching informative programs and news.
- Traveling and exploring new places.
- Participating in social and cultural activities.

References

1. Mr. Shariful Rahman
Professor & Head, Department of Accounting
Moulvibazar Government College
Mobile: +8801712-873326
2. Mr. Jafar Husen Mollah
Assistant Professor, Department of Mathematics
Moulvibazar Government College
Mobile: +8801717-509282

Signature: _____

Date: _____

(Onamika Das)