

RESUME OF Shamema Nasrin

**Contact Address:**

House-240, Nimtola lane, Sultanganj
Mobile: +8801994077376
E-mail: nasrin.131096@gmail.com

CAREER OBJECTIVE

Perfect to work under a well-reputed organization that runs with the modern management systems globally. I would to devote myself to prove my best capabilities and intelligences. Also desire to contribute effectively through motivation, discipline and hard work.

EDUCATIONAL BACKGROUND:**Master's (M.B.A)**

Institute : Lalmatia Govt. Mohila College
Department : Accounting
Year : 2020
Result : 3.59 (Out of 4.00)
University : National University

Hon's (B.B.A)

Institute : Lalmatia Govt. Mohila College
Department : Accounting
Year : 2019
Result : 3.14 (Out of 4.00)
University : National University

Higher School Certificate (H.S.C)

Institution : Birshrestha Noor Mohammad Public School & College
Group : Business Studies
Board : Dhaka
Passing Year : 2015
Result : GPA- 4.42 (Out of 5.00)

Secondary School Certificate (S.S.C)

Institution : Dhanmondi Govt. Girls High School
Group : Business Studies
Board : Dhaka
Passing Year : 2013
Result : GPA- 4.56 (Out of 5.00)

COMPUTER SKILL:

Office Management: MS- Word, MS- Excel, MS- Power Point, Internet Browsing & E-mail.

LANGUAGE SKILL:

- **Bengali:** Excellent in listening, speaking, reading & writing.
- **English:** Reasonably good in listening, speaking, reading & writing.

MY STRENGTH:

- ✓ Self- motivated and responsible
- ✓ Adoption ability with any situation
- ✓ Working best under pressure
- ✓ Capability of communication with people effectively
- ✓ Ability to work independently or in a group

EXPERIENCE:

- 1. Organization : Medinova Medical Services Ltd.**
Address : House #71/A, Road#5/A, Dhanmondi R/A, Dhaka-1209
Designation : Public Relations Officer **(Corporate Unit)**
Duration : 1 July 2023 to Present
- 2. Organization : Zenith Islami Life Insurance PLC**
Address : House# 107, Senpara Porbota, Mirpur-10, Dhaka-1216
Designation : Receptionist
Duration : Feb 2022 to Dec 2022
- 3. Organization : Shapla Academy**
Address : 286, Bangla Sharak, Sher-E-Bangla Road, Dhaka-1209
Designation : Assistant Teacher
Duration : Oct 2020 to Dec 2021

PERSONAL INFORMATIONS:

Name : Shamema Nasrin
Father's Name : Md. Nasir Uddin Mallick
Mother's Name : Laijur Nahar
Date of Birth : 13th November, 1996
Sex : Female
Religion : Muslim
Marital Status : Married
Nationality : Bangladeshi by Birth
Blood Group : O+
Permanent Address : Vill: Hetalia, P.O: Chorkhali,
P.S: Bhandaria, Dist: Pirojpur

DECLARATION:

I certify that all information stated in this resume is true and completed to the best of my knowledge.

REFERENCE:

Md. Salim Hossain In charge of report delivery Medinova Medical Services Ltd House: 71/A, Road: 5/A, Dhanmondi Dhaka. Mobile: 01716719186 Email: advselim5574@gmail.com	Md. Kamal Hossain Lecturer (Department of Persian Language & Literature) University of Rajshahi Mobile: 01715262415 Email: kamalfarsi@ru.ac.bd
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Shamema Nasrin