

MST. SHRABONI KHATUN

Curriculum Vitae

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Passport Photo

CAREER OBJECTIVE

To work in a challenging and disciplined environment where dynamism is the key concern and have enough scope to utilize the potential that I have acquired from my academic experience and to enrich professional skills, competence and expertise in this field.

CURRENT PLAN

Looking for the long term association with a people oriented organization where individual talent skills, honesty and hard work are acknowledged and conducive work environment is provided.

ACADEMIC QUALIFICATION

B.B.A (Hon's) Certificate

Institute	: Govt. Edward College, Pabna
Board	: National University
Group	: Accounting
Duration	: 4 Year
Result	: 2.81 (Out Of 4.00)
Passing Year	: 2024

Higher Secondary Certificate (H.S.C.)

Institute	: Dashuria Degree College, Pabna
Board	: BTEB
Group	: Accounting
GPA	: 5.00 (Out Of 5.00)
Year of Award	: 2016

Secondary School Certificate (S.S.C.)

Institute : Dashuria M.M High School, Pabna
Board : Rajshahi
Group : Science
GPA : 4.38 (Out Of 5.00)
Year of Award : 2014

COMPUTER SKILLS

- Basic Computer application Course.
- Proficient in MS Word, MS Excel, and MS PowerPoint.

LANGUAGE PROFICIENCY

- Excellent command in English (Both Written and Spoken).
- Excellent command in Bengali (Both Written and Spoken).

EXPERIENCE

1. 2 years of work experience in QI post at IM BD company, Ishwardi EPZ.
2. 1 year of work experience in Accountant post at Healthcare Diagnostic centre, Ishwardi, Pabna.

PERSONAL BIOGRAPHY

Full Name : Mst. Shraboni Khatun
Father's Name : Md. Jamal Uddin
Husband's Name : Md. Musfiquir Rahman
Mother's Name : Mst. Razia Begum
Permanent Address : Vill -Marmi, P.O- Dashuria, P.S- Ishwardi, Dist- Pabna
Present Address : Vill -Marmi, P.O- Dashuria, P.S- Ishwardi, Dist- Pabna
Date of Birth : 03-04-1998
Religion : Islam
Nationality : Bangladeshi (by birth)
Sex : Female
Blood Group : O+
Marital Status : Married

CONFIDENCE

As an energetic, dynamic, pleasant personality and self-motivated young woman, I am able to work under pressure and strain, possessing strong interpersonal communication and independent decision-making capabilities.

Date: _____

Signature

(Mst. Shraboni Khatun)