

**Mailing Address:**

Vill: Bazar Ghona
P.O. Morichbunia P.S.: Patuakhali Sadar,
Dist: Patuakhali-8600
Cell No: 01300402674
E-Mail: islamjahida

My Name:
Mst. Jahida

CAREER OBJECTIVE

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utility my learning, interpersonal skill, analytical ability and adaptability for further development.

ACADEMIC QUALIFICATIONS**Bachelor of Business Administration (Degree)**

University	:	National University
Institution	:	Govt.Tolaram College, Narayanganj
Subject	:	BBS
Passing Year	:	2023
Result	:	CGPA-3.24 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Institution	:	Hazi Akkel Ali Hawlader College
Board	:	Barishal Board
Group	:	Science
Passing Year	:	2020
Result	:	GPA- 4.33 (Out of 5.00)

Secondary School Certificate (S.S.C)

Institution	:	Auliapur Adarsha Secondary School
Board	:	Barishal Board
Group	:	Science
Year	:	2014
Result	:	GPA- 4.19 (Out of 5.00)

COMPUTER SKILL

- ✦ Computer Office Program: MS. Word, MS. Power Point.
- ✦ Internet, Browsing.

PERSONAL DETAILS

✕ Certificate Name : Mst. Jahida
✕ Father's Name : Md. Hamez Dafader
✕ Mother's Name : Mst. Farida Begum
✕ Permanent Address: Vill: Bazar Ghona, P.O: Morichbunia
P.S: Patuakhali Sadar, Dist: Patuakhali.
✕ Date of Birth : 15/09/1997
✕ Nationality : Bangladeshi (By birth)
✕ Religion : Islam
✕ Sex : Female
✕ Marital Status : Unmarried

LANGUAGE PROFICIENCY

📖 Bengali
📖 English

SKILLS & ABILITIES

🔗 Critical Thinking, Decision making, Problem solving skills.
🔗 Planning & organizing abilities.
🔗 Creative, insite full & innovative, Emotional intelligence.
🔗 Honest, Sincere and punctual in work.
🔗 Time Management in work.

INTERESTS

🔗 Reading, Writing, Magazine and Book.

DECLARATION

I, the undersigned do here by state that to the base of my knowledge and belief, the above mentioned data correctly described my qualification and me.

স্বাক্ষর: জাহিদা

(Mst. Jahida)

Date: