

RESUME
of
RUMA KHATUN
Mobile: 01833452246
E-mail: masudashika745@gmail.com



Apply For The Post Name of: Junior Accountant

CAREER OBJECTIVES:

Strong desire to build up a successful career by obtaining a challenging position in a reputed organization where I can apply my skill, knowledge to enhance organization success and also to enhance my personal knowledge and experience.

EDUCATIONAL QUALIFICATION:

❖ **B.B.A (Honours): -**

- Name of Institute : Shibabaya Sadaruddin Degree College, Manikganj
- University : National University
- Department : Accounting
- Year : 2022
- Result : CGPA 3.33 (Out of 4.00)
- Duration : 4 Years

❖ **Higher Secondary Certificate (HSC): -**

- Name of Institute : Pabna Govt. Women's College, Pabna
- Board : Rajshahi
- Group : Business Studies
- Passing year : 2017
- Result : 4.92 (out of 5.00)
- Duration : 2 Years

❖ **Secondary School Certificate (SSC): -**

- ❖ Name of Institute : Miapur Hazi Jasimuddin High School, Pabna
- ❖ Board : Rajshahi
- ❖ Group : Business Studies
- ❖ Passing year : 2015
- ❖ Result : 5.00 (out of 5.00)
- ❖ Duration : 2 Years

❖ **PERSONAL DETAILS:**

- ✓ Name : Ruma Khatun
- ✓ Father's Name : Md. Rajob Ali
- ✓ Mother's Name : Rupali Khatun
- ✓ Nationality : Bangladeshi (by birth)
- ✓ Religion : Islam
- ✓ Sex : Female
- ✓ Marital Status : Married
- ✓ Date of Birth : 28th September, 1999
- ✓ Hight : 5' 2"
- ✓ Blood Group : AB+
- ✓ NID Card No. : 1513287134
- ✓ Present & Permanent Address : Vallage: Andharkota, Po: Chinakhara
Upazila: Sujanagar, Dist: Pabna

❖ **LANGUAGE SKILLS:**

- 1. Bengali - Mother Tongue.
- 2. English - Well versed both in written and spoken english.

❖ **COMPUTER SKILLS:**

- Diploma In Software Application Course: MS Word, MS Excel, MS Power Point
- Expert in Internet Browing.

❖ **LANGUAGE SKILLS:**

- 1. Bengali - Mother Tongue.
- 2. English - Well versed both in written and spoken english.

❖ **DECLARATION:**

"I do hereby declare and certify that all the information stated above in this curriculum vitae are true and complete to the best of my knowledge and belief".

.....Ruma.....

Ruma Khatun

Date: 03-06-2026