

CV Of RIMA ISLAM



Mailing Address:

Housing Estate, House#158, Block#B
P.O# Kustia, P.S#Kustia Sadar, Dist.#Kustia
Mobile:01906483207,01906807444
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Career Objective:

To take challenges in competitive environment & to ensure optimum utilization of thought & ideas, time and energy to achieve organizational goal effectively and efficiently as well as to develop personal career though endeavor.

Training:

Institution Name : Service Solutions Private Limited (SSL)
Course Name : Professional Back-Office Service (PBS)
Address : House#04, Road#27, Sector#07, Uttara, Dhaka-1230

Skills:

Team player, Flexible, Able to work under pressure, Self-starter, Interest to learn & grow.

Academic Oualification:

Masters of Business Administration (MBA)

- Institution : University of Information Technology & Sciences
- Department : Business Studies
- Major Subject : Finance
- Result : CGPA 3.75

Bachelor of Business Administration (BBA)

- Institution : University of Information Technology & Sciences
- Department : Business Studies
- Major Subject : Human Resource Management
- Result : CGPA 3.20

Higher Secondary Certificate (HSC)

- Year :2017
- College : Govt.Kalachandpur High School & College
- Group : Commerce
- Board : Dhaka
- Results : GPA-4.00 (Out Of 5.00)

Secondary School Certificates (SSC)

- Year : 2015
- School : Banani Bidyanikaton School & College
- Group : Commerce
- Board : Dhaka
- Result : GPA -4.33 (Out Of 5.00)

Computer Skill:

- Microsoft Word, Excel & Power Point
- English typing speed per minute 35 & Bangla speed per minute typing speed 25

Languages:

Language	Speaking	Reading	Writing
Bengali	Excellent	Excellent	Excellent
English	Medium	Good	Good

Personal Details:

Name : Rima Islam

Father's Name : MD.Robiul Islam

Mother's Name : Mrs.Shirina Akter

Permanent Address : Housing Estate, House# 158, Block #B, P.O: Kustia,
P.S:KustiaSadar, Dist:Kustia

Date of Birth : 18 August 1999

Gender : Female

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : Islam

Blood Group : A+(Positive)

Declaration:

I declare that all the information included here are true to my knowledge.If required and where applicable, this document can be supported by appropriate authentic certificates.

Signature:.....Rima.....

Date: