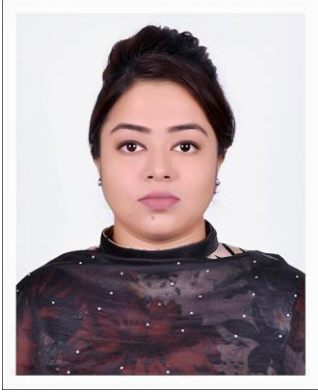




Sanjeda Khanom Shorna

Email: sanjidakhanom27@gmail.com
Cell: +8801828822309

Career Objective

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.

Personal Info:

Father's Name: Late Shahjahan Talukder

Mother's Name: Rawshon Ara Talukder

Present Address:

Khilkhet, Dhaka-1229

Permanent Address

Khilkhet, Dhaka-1229

Date of Birth: January 01, 1993

Gender: Female

Nationality: Bangladeshi

Religion: Muslim

Skills

- MS Word, MS Excel
- MS PowerPoint, MS-Outlook
- Facebook and Internet Browsing
- E-mail, Youtube, LinkedIn,
- Freelancing etc.

Language

- Bengali, English & Hindi

Employment Experience

Employer Internship: Islami Bank Bangladesh Ltd.

Branch: Baridhara

Tenure: April 02, 2017- May 31, 2017 (2 Months)

Academic Record

Bachelor of Business Administration (BBA)

Daffodil International University– Bangladesh (DIU)

Major: Human Resource Management

Credit: Completed 126 out of 126

CGPA: 3.05 out of 4.00

Passing Year: 2017

Higher Secondary Certificate (HSC)

Milestone College Uttara

GPA: 5.00 out of 5.00 scales

Subject: Business Studies

Passing Year: 2012

Secondary School Certificate (SSC)

Kurmitola High School Dhaka

GPA: 3.94 out of 5.00 scales

Subject: Business Studies

Passing Year: 2010

Working Experience 1

Position: CSA (Customer Service Associate)

Employer: Genex Infosys Limited.

Address: Nitol Niloy Tower Khilkhet, Nikunja-2, Dhaka-1229.

Duration: One year

Working Experience 2

Position: Office Executive.

Employer: Wuxi Yicheng Chemical Co., Ltd.

Address: 69 Shah Makdumroad, Sector 12, Uttara, Dhaka.

Duration: One year

Working Experience 3

Position: Office Executive

Employer: MetLife

Address: A& A Tower 4th floor Arambag,
Motijil, Dhaka.

Duration: 22/11/2023 Till now

Hobbies

- Watching Movies, Travelling, Singing, Cooking;
- Hangouts with friends;
- Human Relation and Leadership;
- Discover with new people.

Strength

- Strong Motivation and commitment for work.
- Endurance to work for long hours and under pressure.
- Team work
- Interpersonal communication & collaboration.
- Young, energetic, quick learner.
- Scheduling.

I declare that all the information in this CV is true and complete to the best of my knowledge.



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(Sanjeda Khanom Shorna)