

Resume of **MOST. SARMIN KHATUN**

NICKNAME: SARMIN



Contact Number:

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Present Address:

MOST. SARMIN KHATUN
C/O: Md. Abdul Malek Mondol
Vill: Shibpur, Post: Mohanpur
Upazila: Mohanpur, Dist: Rajshahi- 6220

CAREER OBJECTIVES

- To be attached with an organization that provides opportunity to learn and grow.
- To get opportunity to take decision independently.
- To have an opportunity to implement my knowledge.
- To gather experience for build up a brighter career.
- To take up the challenges for a successful and significant career in private sector.
- Looking for a full time entry level job.

EDUCATIONAL DETAILS

• M.B.A (Masters of Business Administration) 2019

Subject : Management
University : National University
Institute : Rajshahi Collage, Rajshahi.
Result : CGPA 2.94 (Out of 4.00)

• B.B.S (Pass) (Bachelor of Business Studies) 2016

Subject : N/A
University : National University
Institute : Mohanpur Collage, Rajshahi.
Result : CGPA 3.08 (Out of 4.00)

• H.S.C (Higher Secondary Certificate) 2013

Group : Business Studies
Board : Education Board, Rajshahi
Institute : Mohanpur Women's Collage, Rajshahi.
Result : GPA 4.10 (Out of 5.00)

• S.S.C (Secondary School Certificate) 2011

Group : Business Studies
Board : Education Board, Rajshahi
Institute : Mahishkunda High Scholl
Result : GPA 3.81 (Out of 5.00)

6 Month Computer Course: 2017

Course Name : Database Programming
Board : Bangladesh Technical Education Board
Institute : Mohanpur Computer Training Institute, Rajshahi.
Result : A+

Computer Skills:

MS Word, MS Excel, MS Access, MS Power Point, Hardware & Trouble shooting, Windows Operating System & Internet etc.

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bangla (Mother tongue)	Excellent	Excellent	Native
English	Excellent	Good	Good

PERSONAL STRENGTHS:

- Being a quick learner, does not forget to learn from the mistake & past.
- Being responsible, taking initiative & performs accordingly.
- Strong analytical, Problem solving and decision-making ability.

PERSONAL INFORMATION:

- Name : Most. Sarmin Khatun
- Father's Name : Md. Abdul Malek Mondol
- Mother's Name : Most. Firoza Begum
- Permanent Address : Vill: Shibpur, Post: Mohanpur,
Upazila: Mohanpur, Dist: Rajshahi- 6220
- Mailing address : As above.
- Marital Status : Unmarried
- Sex : Female
- Height : 5 feet & 00 Inches
- Weight : 48 Kg
- Nationality : Bangladeshi
- NID Number : 8242024738
- Religion : Islam
- Blood group : B⁺(positive)
- Date of Birth : 15 December 1995
- Contact number : +881898579337

REFERENCES:

Md. Anowar Hossain
Asst. Teacher
Goalpara Govt. Primary School
Cell- 01723205490

Firoj Kabir
Lab Co-Ordinator
Shyampur Hat Degree College
Cell- 01724051104

Date-

(Most. Sarmin Khatun)