

CURRICULUM VITAE

of

MOST. TASLIMA KHATUN



📍 **Mailing Address:**

Azimpur Dhaka.

☎ Cell: +88 01622-570789

✉ E-mail: taslimam95@gmail.com

CAREER OBJECTIVE

To work in a professional and supportive organization where I can use my knowledge of Accounting and administrative work effectively. I am sincere, hardworking, and eager to learn new things. I want to contribute to the organization through honesty, accuracy, and dedication.

ACADEMIC QUALIFICATIONS

Name of Exam	:	M.B.A (Masters's)
Institute	:	Eden Mohila College.
University	:	University Of Dhaka.
Result	:	CGPA 3.28 (Out of 4.00)
Subject	:	Accounting
Passing Year	:	2018

Name of Exam	:	B.B.A (Hon's)
Institute	:	Eden Mohila College.
University	:	University Of Dhaka.
Result	:	CGPA 3.14 (Out of 4.00)
Subject	:	Accounting
Passing Year	:	2017

Name of Exam	:	H.S.C
Institute	:	Belkuchi Government College.
Group	:	Business studies
Result	:	5.00 (Out of 5.00)
Passing Year	:	2013
Board	:	Rajshahi

Name of Exam	:	S.S.C
Institute	:	Shohagpur Pilot Girl's High School.
Group	:	Business studies
Result	:	5.00 (Out of 5.00)
Passing Year	:	2011
Board	:	Rajshahi

Experience

Organization Name : Kamrunnisa Faizia Girl's Madrasa, Lalbagh, Dhaka.
Post : Assistant Teacher (*Mathematics*)
Duration : 4 years (August 2019- June 2024)

LANGUAGE PROFICIENCY

Bengali : Mother Tongue
English : Proficiency in reading & speaking and have Command in writing.

PERSONAL ATTRIBUTES

- ❖ I am quick learner and capable to adopt with any kind of situation.
- ❖ I am a good team worker and always friendly with colleagues.
- ❖ I am mentally stable and can tackle challenges with patience.

Computer Knowledge

- ❖ Ms Word Ms office & Internet Browsing

PERSONAL DETAILS

- ❖ Name : Most. Taslima Khatun
- ❖ Gender : Female
- ❖ Father's name : Md. Abu Taleb
- ❖ Mother's name : Surja Banu
- ❖ Permanent Address: Vill: Chandanganti P.O:- Chandanganti,
P.S: Belkuchi Dist:Sirajganj.
- ❖ Present Address : 138/17, Mondir-er Goli, Azimpur
P.S: Lalbag Dist:Dhaka.
- ❖ Date of Birth : 09 June, 1995
- ❖ Religion : Islam
- ❖ Height : 5 Feet 3 Inch.
- ❖ Weight : 62 Kg.
- ❖ Blood Group : O+
- ❖ Nationality : Bangladeshi
- ❖ Marital Status : Single

DECLARATION

I do hereby declare that the above information is true and correct to the best of my knowledge.

Most. Taslima Khatun