

KHADIZA KHATUN

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CAREER OBJECTIVE

To build a career in a challenging environment within a well-reputed NGO like Shakti Foundation. Ready to leverage my postgraduate academic background in Science (Botany), strong communication skills developed through teaching, and accurate data handling capabilities to contribute effectively to microfinance operations and community development.

EDUCATION

2019	Master of Science (M.Sc) in Botany Sirajganj Govt. College (National University) Result: CGPA 3.14 out of 4.00
2018	Bachelor of Science (Hon's) in Botany Sirajganj Govt. College (National University) Result: CGPA 3.33 out of 4.00
2014	Higher Secondary Certificate (H.S.C) Rajapur Degree College (Rajshahi Board) Science Group Result: GPA 3.40 out of 5.00
2012	Secondary School Certificate (S.S.C) Someshpur High School (Rajshahi Board) Science Group Result: GPA 4.19 out of 5.00

JOB EXPERIENCE

Designation: Teacher

Jewel's Oxford International School & College, Sirajganj | Duration: 06 Months

Key Responsibilities: Managing classrooms, communicating with parents, organizing daily academic reports, maintaining student records, and cultivating interpersonal relationships.

TECHNICAL & COMPUTER SKILLS

- **Data Entry Operations:** Proficient in accurate and fast data entry, managing electronic spreadsheets, data verification, and digital record-keeping.
- **Office Applications:** Fundamental office courses including MS Word and MS Excel (*highly useful for managing microcredit loan calculations and financial summaries*).
- **Internet Skills:** Professional E-mail operations, internet browsing, and online reporting.

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium

PERSONAL DETAILS

Father's Name : Md Ajahar Ali
Mother's Name : Zohura Begum
Date of Birth : 18/10/1996
Nationality : Bangladeshi
National ID (NID) : 4643912316
Religion : Islam
Gender : Female
Blood Group : AB+
Marital Status : Unmarried
Permanent Address : Vill: Someshpur, P.O: Someshpur, P.S: Belkuchi, Dist: Sirajganj

KEY PROFESSIONAL STRENGTHS

- Excellent public dealing and interpersonal communication skills refined during professional teaching experience.
- Strong numerical skills coupled with fast data management capabilities (ideal for microfinance loan updates).
- Target-oriented mindset with the ability to work under pressure in field locations.

REFERENCES

Reference 01 : Available upon request

DECLARATION

I, the undersigned, declare that the information specified in this curriculum vitae is true to the best of my belief and knowledge and correctly describes my qualifications and myself.

(KHADIZA KHATUN)

Date: