

Curriculum Vitae of- SUVENA BEGUM



Mailing Address:

Address: Jalalichor, Chormohalla Bazar-3084, Chhatak, Sunamganj, Bangladesh.

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Career Objective:

A confident and enthusiastic individual with an interest to build up a career through hard working, professional efficiency and honesty and keen to achieve an exciting academic experience full of challenges and opportunities. I am able to work under pressure and can meet tight deadlines illustrating my time management and organizational skills and to upgrade knowledge with time for better performance.

Educational Qualification:

➤ Bachelor of Arts (Degree)

Passing Year : 2022
Result : CGPA 2.51 out of 4.00
College : Sunamganj Govt. College. Sunamganj
Board : National University

➤ Higher Secondary Certificate Examination (HSC/Alim)

Passing Year : 2018
Result : GPA 3.42 (out 5.00)
College : Jawabazar College
Board : Sylhet

➤ Dakhil Examination Equivalent of Secondary School Certificate (SSC)

Passing Year : 2016
Result : GPA 3.44 (out of 5.00)
School : Paigaon Dipakkik High School, Jaua Bazar
Board : Sylhet

Working Experience:

I am working as an **C.S.A** at **BRAC Office, Tetiarchar Bazar, Chhatak, Sunamganj**. Responsibilities include providing information and services to customers and recording transactions in the accounting register.

Duration: **15 December 2025** to till now. I am still successfully working.

Computer Training & Skills:

N/A

Language Proficiency :

- English : Proficiency in both speaking and writing, Reading Listening.
- Bangla : Native

Personal Traits :

- Good Communication and presentation ability.
- Problem solving and creativity.
- Very quick learner and able to develop new areas of experiences.

Extra Curriculum Activities:

- Social Organizationing, Reading Book, Newspaper, Etc.
- Member of Anser VDP

Personal Skill:

N/A

Personal Information:

Name : Suvena Begum
Father's Name : Feroj Ali
Mother's Name : Anwara Begum
Date of Birth : 01/01/1999
National ID No : 7804804875
Permanent Address : Jalalichor, Chormohalla Bazar-3084, Chhatak, Sunamganj,
Gender : Female
Religion : Islam
Marital Status : Unmarried
Nationality : Bangladeshi (By birth)

Certification :

I, The undersigned, Thereby declare that I will be responsible for any wrong information provides here misstatement described herein may my qualification or dismissal. If employed.

Date: 05/03/2026


Signature