



SADIA KHANUM

 Village: Jangal Kokdondi, Post Office: Gunagori,
Thana: Banshkhali, Chattogram, Bangladesh

 01794532482

 sadiakhanum2023@gmail.com

CONTACT

 Village: Jangal Kokdondi,
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Chattogram, Bangladesh

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SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Data Entry
- Basic Computer Operation

LANGUAGES

- Bangla – Native
- English – Basic/Intermediate

PERSONAL INFORMATION

- Date of Birth : 04 March 2000
- Nationality : Bangladeshi

PROFESSIONAL SUMMARY

Motivated and hardworking individual with a background in Social Science. Skilled in Microsoft Office applications and data entry tasks. Seeking an opportunity to utilize my skills and contribute effectively to an organization.

EDUCATION

Bachelor of Social Science (BSS)

National University, Bangladesh
CGPA: 2.42

Higher Secondary Certificate (HSC) – Science

Chattogram Board
Year: 2019 | GPA: 2.42

Secondary School Certificate (SSC) – Science

Chattogram Board
Year: 2016 | GPA: 3.50

WORK EXPERIENCE

Store Computer Operator

Department of MPIC/Commercial
Chittagong Urea Fertilizer Limited

- Managed store data and records using computer systems
- Performed data entry and maintained documentation
- Assisted in inventory tracking and reporting

REFERENCES

Available upon request.