**Address:**

Vill: Bamundi, P.O: Khila
P.S: Atpara, Dist: Netrakona
Cell No: 01914-961277

E-Mail: farhanasweety03@gmail.com

My Name:

Farhana Haque Sweety

CAREER OBJECTIVE

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utility my learning, interpersonal skill, analytical ability and adaptability for further development.

ACADEMIC QUALIFICATIONS**Bachelor of Social Science (B.S.S)**

University	:	National University
Institution	:	(4813)Barhatta Govt.College. Netrokona.
Subject/Group	:	B.S.S Pass Course
Year	:	2022
Session	:	2019-20
Result	:	CGPA- 2.50 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Institution	:	Mohonganj Govt.College.
Board	:	Dhaka
Group	:	Humanities
Year	:	2019
Result	:	GPA- 2.42(Out of 4.00)

Secondary School Certificate (S.S.C)

Institution	:	Khila High School.
Board	:	Dhaka
Group	:	Humanities
Year	:	2016
Result	:	GPA- 3.33 (Out of 4.00)

COMPUTER SKILL

- ✖ Computer Office Program: MS. Word.
- ✖ Internet, Browsing, Send Email, etc.

LANGUAGE PROFICIENCY

-  Bengali
-  English

SKILLS & ABILITIES

-  Critical Thinking, Decision making, Problem solving skills.
-  Planning & organizing abilities.
-  Creative, insite full & innovative, Emotional intelligence.
-  Honest, Sincere and punctual in work.
-  Time Management in work.

INTERESTS

-  Reading, Writing, Magazine and Book.

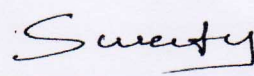
PERSONAL DETAILS

- ✱ Certificate Name : Farhana Haque Sweety
- ✱ Father's Name : Amdadul Haque
- ✱ Mother's Name : Sabina Akter
- ✱ Permanent Address: Vill: Bamundi, P.O: Khila,
P.S: Atpara, Dist: Netrakona.
- ✱ Date of Birth : 08/01/1998.
- ✱ Nationality : Bangladeshi (By birth)
- ✱ Religion : Islam
- ✱ Sex : Female
- ✱ Blood Group : A+
- ✱ Height : 5'3"
- ✱ Birth Certificate/NID: 4204303327.
- ✱ Marital Status : Unmarried.

DECLARATION

I, the undersigned do here by state that to the base of my knowledge and belief, the above mentioned data correctly described my qualification and me.

Date:


(Farhana Haque Sweety)