

RESUME

OF

Halima Khatun

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Address: Purbo Arichpur, Tongi, Gazipur.



CAREER OBJECTIVE

To assess myself as a focused professional in creative and challenging environment using cutting edge technologies where I could constantly learn and successfully deliver solutions to problems with responsibility and where my skill and abilities will be fully utilized.

• **Bachelor of Art's**

Institution : Sotrojitpur Fazil Madrasha.
Board : Madrasha.
Grade point : Running
Session : 2019-20

• **Diploma-in Engineering**

Institution : National Science Research and Technology College, Rajshahi.
Board : BTCB
Group : Computer Science Technology
Grade point : 3.75
Session : 2017-18

• **Higher Secondary School Certificate (H.S.C):**

Institution : Satrajitpur FazilMadrassah, Chapainababganj
Board : Madrasah
Group : Science
Grade point : 3.13 (Out of 5.00)
Passing Year : 2018

• **Secondary School Certificate (S.S.C):**

Institution : Satrajitpur FazilMadrassah, Chapainababganj
Board : Madrasah
Group : Science
Grade point : 3.56 (Out of 5.00)
Passing Year : 2016

• **Personal Information:**

Father's Name : Md. Sofiqul Islam
Mother's Name : SakeraBegum
Date of Birth : 31/10/2001
Sex : Female
Religion : Islam
Nationality : Bangladeshi
Marital Status : Married

• **Computer Office Application:**

Institution : Satrajitpur Post E-Centre
Board : Rajshahi
Result : GPA- 5.00
Duration : 6 Months

• **Job Experience:**

Name of company : Golden Harvest InfoTech Ltd.
Designation : Data Entry Operator
Duration : 08 Months
Location : Shahid Tajuddin Ahmed Sharani, Mohakhali, Dhaka.

Name of company : Olima Online Page.
Designation : Offline Moderator
Duration : 06 Months
Location : Banglamotor, Dhaka.

Name of company : Impel Service & Solutions Ltd.
Designation : Customer Executive
Duration : 06 Months.
Location : House-71, Road-7, Dhaka-1230.

Name of company : Kashmiri Beauty by Jiniath.
Designation : Data Entry Operator
Duration : 08 Months.
Location : Nodda, Vhatara, Besides Apollo Hospital Gate, Dhaka.

• **Language Skill :**

- ✓ Bangla is Mother Tongue
- ✓ English Speaking & Writing Excellent

• **Self-Assessment:**

- ✓ Excellent Skill in Communication.
- ✓ Able to set Priorities and Routine Tasks.
- ✓ Optimistic Confident and friendly as person.
- ✓ High ethical standards and high sense of self-esteem.
- ✓ Very confidential in morality and helpful to others.

• **Declaration:**

I declare that all the information included here are true to my knowledge.
If required and where applicable, this document can be supported by appropriate authentic certificates.

Halima

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