RESUME

OF

Halima Khatun

Mobile: 0 1798455799 **Email:** a57halima@gmail.com

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:

Marital Status

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

: 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:

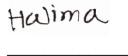
- ✓ Bangla is Mother Tongue
- ✓ English Speaking & Writing Excellent

• 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 khatun