

# CV of Saleha Ferdous



## Contact information

147, Machmahal Road  
Hossainpur, Kishoreganj, Hossainpur-2320.  
Email: salehaferdousaub2@gmail.com

Mobile No: +8801790527903  
Date of Birth: 31<sup>st</sup> December 1992  
Nationality: Bangladeshi

## Experience

- Worked as front desk executive at Mohammadia Hospital, Bhaluka, Mymensingh  
[Year 2019-2020]

### Job Responsibilities

- ✓ Welcome Customers
  - ✓ Provide Service
  - ✓ Answer Phones
  - ✓ Collecting Payment
  - ✓ General Office Upkeep
- Worked as customer service executive at GP-call center.  
[Year 2017-2018]

## Objectives

- To enhance my creativity with the latest technology and study programme.
- To boost up my knowledge.
- To explore my earned knowledge.

## Education

| Name of the exam and Passing Year                        | Major/ Group     | Institute/ Board                     | CGPA          |
|----------------------------------------------------------|------------------|--------------------------------------|---------------|
| Bachelor of Business Administration<br>(B.B.A)<br>(2015) | Finance          | Asian University of Bangladesh       | 3.05 out of 4 |
| Higher Secondary Certificate<br>(H.S.C)<br>(2010)        | Business Studies | Bangladesh Technical Education Board | 4.50 out of 5 |
| Secondary School Certificate<br>(S.S.C)<br>(2008)        | Business Studies | Bangladesh Technical Education Board | 4.14 out of 5 |

---

---

### Key Qualifications

---

---

A hardworking and self confident person who believes in innovation, who can work with a group, can work in the team by maintaining superior relationship. Can help in any decision making and also can think positively in any situation.

---

---

### Language skills

---

---

- **Bengali:** Proficiency at understanding, can gently speaking, reading and writing Bengali.
- **English:** Proficiency at understanding, reading and writing English.

---

---

### Computer Skills

---

---

**Program:** MS Office Programme, ms-word, ms-excel, ms-powerpoint.

**Internet:** Have a good knowledge of internet browsing and searching and can develop website.

---

---

### Personnel Details

---

---

|                   |   |                                                                                    |
|-------------------|---|------------------------------------------------------------------------------------|
| Full Name         | : | Saleha Ferdous                                                                     |
| Father's Name     | : | A.B.M Siddque                                                                      |
| Mother's Name     | : | Sayed Akter                                                                        |
| Permanent Address | : | 147, Machmahal Road<br>P.O: Hossainpur-2320, TH: Hossainpur,<br>Dist: Kishoregonj. |
| Date of Birth     | : | 31/12/1992.                                                                        |
| Nationality       | : | Bangladeshi                                                                        |
| Religion          | : | Islam                                                                              |
| Blood Group       | : | B+                                                                                 |

---

---

### Referees

---

---

**A.B.M SIDDIQUE**

Principle

Hossainpur Public School & College

Hossainpur, Kishoreganj

Cell: +8801716545607

**Md.Shariful Alam Bhuyan**

Sr. Executive

Square Fashions Ltd

Bhaluka, Mymensingh

Cell: +8801787680986

(I want to mention that all the information furnished here is true and made consciously.)

**Signature**

Saleha Ferdous