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**Laila Sultana**

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Bloc- D, House No-91,Road No W4,  
Eastern Housing  
Pallabi 2<sup>nd</sup> Phase, Mirpur,  
Dhaka-1216.

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**Contact**

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Phone : +8801795552698

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**Profile**

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**Objective :** I aspire for a career that would provide me abundant opportunities for continued growth and achievements. A career where my analytical skills, ideas, ability, creativity, education and communication skill are extremely utilized in a way that, my contribution to the organization helps it to get better.

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**Academic Background**

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<b>Higher Secondary Certificate (H.S.C)</b>	<b>Institute</b>	<b>: Govt.Bangla collage</b>
	<b>Major</b>	<b>: Commerce</b>
	<b>Passing Year</b>	<b>: 2012</b>
	<b>Result</b>	<b>: 3.90 Out of 5.00</b>
	<b>Board</b>	<b>: Dhaka</b>
<b>Secondary School Certificate (S.S.C)</b>	<b>Institute</b>	<b>: Pallabi M.I. Model high school</b>
	<b>Major</b>	<b>: Commerce</b>
	<b>Passing Year</b>	<b>: 2010</b>
	<b>Result</b>	<b>: 4.56 Out of 5.00</b>
	<b>Board</b>	<b>: Dhaka</b>

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**Key Skills**

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**Computer**            Operating System :    Windows 7, Windows 8 & Windows 10  
                                 Office tools            :    MS-WORD, MS-Excel  
                                 Networking            :    LAN, WAN

**Language**            Bangla - Mother Tongue.  
                                 English - Fluent both in speaking & writing.

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**Interests**

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**Traveling** Cox's Bazar, Sylhet, Teknaf and other historical places in Bangladesh.

**Technology** To know about new technology, computer networking.

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**Personal Information**

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Father's Name : Md. Shahjahan  
Mother's Name : Asma Begum  
Date of Birth : 18 Feb 1993  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Married  
NID NO : 4608012599  
Permanent Address : Block D, House No 91, Road No W4 Eastern Housing.  
Pallabi 2<sup>nd</sup> Phase, Mirpur Dhaka

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**Declaration**

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I am the undersigned, hereby declare that the above information is true and I will be  
Responsible for any wrong information.

**Laila Sultana**

**Date:**