

Personal Traits :

- ☐ Attention to details.
- ☐ Ability to work with responsibility.
- ☐ Self motivated and to others.
- ☐ Strong mentality and Matured decision maker.
- ☐ Responsible everywhere.

Personal Details:

- ☐ Name : **Ummea Habiba**
- ☐ Father's Name : Late. Ayub Ali
- ☐ Mother' Name : Mst. Shirin Akter Banu
- ☐ Date of Birth : 04/06/2001
- ☐ Sex : Female
- ☐ Marital Status : Married
- ☐ Religion : Islam
- ☐ Nationality : Bangladeshi (By Birth)
- ☐ Natioanl ID No : 2858529460

Present Address

- ☐ Care of : **Md. Suja**
- ☐ Village : Auchpara,
- ☐ Post Office : Tongi
- ☐ Thana : Tongi
- ☐ District : Gazipur

Permanent Address:

- ☐ Care of : **Md. Suja**
- ☐ Village : Bontara
- ☐ Post Office : Laxmitola
- ☐ Thana : Sadar
- ☐ District : Dinajpur

I authorized the signature below and clarify that above information in my curriculum vitae is accurate.

Signature

Date:

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Ummea Habiba

RESUME OF UMMEA HABIBA



MAILING ADDRESS:

UMMEA HABIBA

C/O: Late. Ayub Ali
Vill: Auchpara, P.O: Tongi
P.S: Tongi, Dist: Gazipur
Mobile: 01877359555

Objective:

I would like to prove myself as quick learner and highly energetic person to face any challenging work through efficiency, hard working, dedication and integrity if an opportunity is given.

Skills & Abilities:

Communicative, self motivated, strong analytical and conceptual skills. A mind for business, Good negotiation and problem solving skill, eagle eye for detail and able to multitask, Courteous and proficient are Good sense of humor and Time management, Able to travel needed.

Educational Qualification:

Secondary School Certificate (S.S.C):

📁 Institution's Name	: Rajshahi B.B. Hindu Acadami
📁 Board	: Rajshahi
📁 Group	: Humanities
📁 Year of Passing	: 2017
📁 Result	: 3.86 (Out of 5.00)

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

📁 Institution's Name	: Bangladesh Open University
📁 Board	: Open University
📁 Group	: Humanities
📁 Year of Passing	: 2023
📁 Result	: 4.85 (Out of 5.00)

Language Proficiency

📁 Bangla	:	Reading, Writing & Speaking.
📁 English	:	Reading, Writing & Speaking.

Other Skill:

- 📁 Excellent communication Skills .
- 📁 Problem solving and decision making skills .
- 📁 Good controlling & Planning