

RESUME

OF

SUMAYIA AKTHER NUR

Address: Khilbarirtek, Shahjadpur,

Badda, Dhaka-1212

Cell: +8801910-808799

E-mail: sumayiaakther30@gmail.com



CAREER OBJECTIVES

To serve in responsible administrative at a well-structured origination and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration (BBA)

Name of Institute : Govt. BM College, Barishal
Department : Marketing
Passing Year : 1st Year Running
University : National University

Higher Secondary Certificate (H.S.C)

Name of Institute : Gulshan Commerce College
Group : Business Studies
Passing Year : 2024
Result : G.P.A-3.67 (Out of 5.00)
Board : Dhaka

Secondary School Certificate (S.S.C)

Name of Institute : Khilbarirtek Islamia High School
Group : Business Studies
Passing Year : 2022
Result : G.P.A-3.89 (Out of 5.00)
Board : Dhaka

EXPERIENCE

- ❖ 6 Months worked experience as a **Sales Executive** at "Khushi", Shahzadpur, Dhaka-1212
- ❖ 6 Months worked experience as a **Sales Executive** at "Afreen Borka House", Middle Badda, Dhaka.

LANGUAGE PROFICIENCY

- 📖 Bengali
- 📖 English.

COMPUTER SKILLS

- 🖥 Course Name : Computer Office Application Course .
- 🖥 Course Outline : MS Word, MS Excel, MS PowerPoint, MS Access Etc.
- 🖥 Expert in Internet browsing & servicing

PERSONAL DETAILS

Certificate Name	:	Sumayia Akther Nur
Father's Name	:	Harun-Or-Rashid
Mother's Name	:	Nilufa Begum
Date of Birth	:	07 th September 2006
Nationality	:	Bangladeshi (By birth)
Religion	:	Islam
Marital Status	:	Unmarried
Permanent Address	:	Vill: Tikashar, P.O: Gournadi, P.S: Gournadi, Dist: Barishal
Blood group	:	AB ⁺
Height	:	5'0"

DECLARATION:

I, the undersigned, certify that, to the best of my knowledge and belief this Curriculum Vita Correctly describes my qualifications, my competencies and backed by proper certificates. I understand that any willful Misstatement described herein may lead to my disqualification or dismissal, if employed.

Sumayia Akther Nur
Date: