

MALIHA ISLAM

Address:

Kazi Nazrul Islam Road, Mohammadpur ,Dhaka-1207

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OBJECTIVE

To land a tough job that makes good use of my years of expertise and gives me room to advance professionally. Along with outstanding interpersonal, written, and oral communication skills, an outgoing personality, and the ability to work both independently and cooperatively, I bring strong interpersonal skills to produce global customer solutions with thought leadership and integrity. Becoming a valuable asset is my aim.

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration (BBA)

Concentration : **General BBA**
Institution : **University of Liberal Arts Bangladesh**
CGPA : 2.91 (out of 4.00)
Passing Year : 2027

Higher Secondary Certificate (HSC)

Institution : **Mohammadpur Preparatory School and College**
Group : Business Studies
GPA : 4.58 (out of 5.00)
Passing Year : 2021
Board : Dhaka

Secondary School Certificate (SSC)

Institution : **Lalmatia Girls High School**
Group : Business Studies
GPA : 3.89 (out of 5.00)
Passing Year : 2019
Board : Dhaka

EXPERIENCE

PART TIME TEACHER

VOLENTEER WORKER AT SOCIAL WELFARE CLUB

SOFT SKILL

PROBLEM SOLVING
ORGANIZATION
TEAMWORK
COMMUNICATION
TIME MANAGEMENT SKILL

LANGUAGE

BANGLA (CAN READ AND WRITE)
ENGLISH (CAN READ AND WRITE)
HINDI (CAN SPEAK AND CATCH)
ARABIC (ONLY READ)

TECHNOLOGY & COMPUTER SKILLS

1. Fluent in working with Smartphone and Tablet
2. Able to work with the following Operating Systems: Windows 10/11
3. Able to work with Power Point

PERSONAL DETAILS

Full Name	: Maliha Islam
Father	: MD.Mofijul Islam Mahfuj
Occupation	: Service Holder
Mother	: MST. Masuma Akter
Occupation	: Housewife
Sex	: Female
Blood Group	: A +ve
Date of Birth	: 12 th October, 2003
Marital Status	: Single
Nationality	: Bangladeshi (by birth)
N.I.D NO	:7373198253

I, the undersigned, certify that, this resume correctly describes my qualifications & my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal if employed.

Maliha Islam

Your Name Here