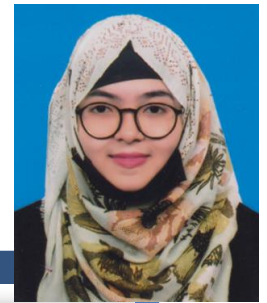


RESUME OF Sumaiya Islam



Mailing Address:

House # 3/A, Keary Rose Bud
Kallyanpur, Dhaka-1207.
Contact: +88 01907505155
E-mail: sisumaiya832@gmail.com

Career Objectives:

A Fresher, Aspiring business administration professional with a strong academic background and a keen interest in management. Highly motivated and responsible individual with excellent organizational and problem-solving skills. Proven ability to lead teams and manage projects efficiently. Seeking an entry-level position to gain practical experience and contribute to organizational success.

Academic Attainment:

BBA (Bachelor of Business Administration)

Institute : Titumir College
Subject : Management
Passing Year : 2nd Year Running
Board : Dhaka University Affiliated

Higher Secondary Certificate (H.S.C)

Institute : Govt. Mohammadpur Model School and College
Group : Business Studies
Passing Year : 2022
Result : GPA- 4.89(Out of 5.00)
Board : Dhaka

Secondary School Certificate (S.S.C)

Institute : Kallyanpur Girls School & College
Group : Business Studies
Passing Year : 2020
Result : GPA- 4.28 (Out of 5.00)
Board : Dhaka

Computer Skills

- Office Work: MS word, Excel.
- Basic Facebook Marketing.
- Internet: Good handling E-mail with fasted Browsing.

Language Competency:

Language	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good

Personal Strength:

- Systematic in work and self-motivated.
- Hard working and discipline
- Friendly & Communicative.
- Quick learner and have a zeal for learning new things.
- Disciplined, punctual and hard working.

Personal Information:

Father's Name : Md. Mohib Ullah
Mother's Name : Billikis Ara Begum
Permanent Address : House # 3/A, Keary Rose Bud
Kallyanpur, Dhaka-1207.

Date of Birth : 28/08/2004
Religion : Islam
Gender : Female
Nationality : Bangladeshi (by birth)
Marital Status : Unmarried
Height : 5'
Blood Group : O+(ve)

Experience

Experience

Online Moderator

Facebook Page (Freelance/Part-time)

Responsibilities:

- Responded to customer messages and comments in a professional manner
- Maintained page activity by moderating inappropriate content and spam
- Assisted in managing page posts, stories, and promotions
- Handled basic customer service inquiries and complaints
- Helped improve audience engagement and page reputation

Declaration:

I hereby that all information have presented are true to my knowledge, If required & where applicable, this document can be supported by appropriate certificates / papers.

Date:

(Sumaiya Islam)