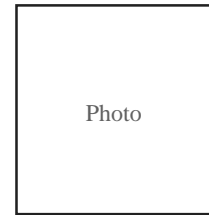


# Curriculum Vitae

## Personal Information

**Name:** Jessica Halder Shandra  
**Father's Name:** Augustin Halder Manik  
**Mother's Name:** Juthika Halder  
**Date of Birth:** 3 May, 2001  
**Marital Status:** Unmarried  
**Religion:** Christian  
**Address:** 42/13, Gogon Babu Road, Khulna  
**Post Code:** Khulna Sadar 9100.  
**Contacts :** 01307464656  
**Gmail:** cakeandbakebysandra@gmail.com



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## Professional Profile

A dedicated and responsible individual with a strong academic background. Detail-oriented, punctual, and adaptable, I excel in both independent and team settings. Proficient in Microsoft Excel with strong problem-solving skills, I consistently deliver high-quality work in administrative and technical tasks. I'm committed to professional growth and exceeding expectations.

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## Education

- **Secondary School Certificate (SSC):**  
Khulna Collegiate Girls School,  
GPA: 4.41 (2017)
- **Higher Secondary Certificate (HSC):**  
Govt. Azam Khan Commerce College, Khulna,  
GPA: 4.17 (2019)

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## Skills

- Proficient in Microsoft Excel
- Strong problem-solving skills
- Excellent time management
- Strong work ethic and ability to work under pressure
- Ability to work both independently and as part of a team

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## Languages

- Bengali (Native)
- English (Basic)

Signature

