

# Curriculum Vitae

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|---------------|---------------------------|
| Name          | Shikha Biswas             |
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| Date of Birth | 06 May 1993               |

## Career Objective

To build a career as an Office Assistant in a reputed organization where I can enhance my skills and grow professionally.

## Education

|                                       |                     |      |              |
|---------------------------------------|---------------------|------|--------------|
| MBA (Management)                      | National University | 2020 | CGPA 2.84    |
| Pass Course Degree (Business Studies) | National University | 2015 | 2nd Division |
| HSC (Business Studies)                | Jashore Board       | 2011 | GPA 3.50     |
| SSC (Business Studies)                | Jashore Board       | 2008 | GPA 4.13     |

## Training

Database Programming (6 Months) – Bangladesh Technical Education Board.

## Language Skills

Bangla: Excellent | English: Good

## Computer Skills

MS Word, MS Excel, Internet Browsing, Email Communication, Basic Database Programming

## Experience

Fresher

## Expected Salary

Negotiable