

RESUME

Rubaiya Sultana

B.A. (Hons.) in Economics – Ongoing

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CAREER OBJECTIVE:

Detail-oriented and reliable individual seeking a remote position in online page management. Currently studying Economics Honours, with strong communication skills and the ability to manage customer messages, confirm orders, and maintain social media business pages. Eager to contribute to your brand's smooth operations.

ACADEMIC BACKGROUND:

Degree : Bachelor of Arts

Institution : Satkhira Govt. College
University : National University
Subject : Economics
Year : 2024 - Ongoing :

Degree : H.S.C

Institution : Kaliganj Govt. College, Satkhira
Board : Jessore
Group : Humanities
Passing Year : 2023
Result : 4.17 (Out of 5.00)

Degree : S.S.C

Institution : Kaliganj Pilot Girls High School
Board : Jessore
Group : Humanities
Passing Year : 2021
Result : 3.67 (Out of 5.00)

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
English	Excellent	Excellent	Conversational
Bangla	Excellent	Excellent	Fluent
Hindi	Basic	Basic	Conversational

PERSONAL INFORMATION:

Name : Rubaiya Sultana
Father's Name : Sk. Rabiul Islam
Mother's Name : Ruksana Parvin
Present Address : Vill: Jhutipola Road P.O: Satkhira
P.S: Satkhira Sadar Dist: Satkhira
Permanent Address : Vill: Bazargram P.O: Kaliganj
P.S: Kaliganj Dist: Satkhira
Date of Birth : 21-06-2004
Nationality : Bangladeshi
Religion : Islam
Gender : Female
Marital Status : Unmarried
Blood Group : B+

SKILLS:

- Strong written communication in Bengali and English
- Fast and accurate order confirmation handling
- Strong knowledge of Social Media Management
- Familiar with MS Word, MS Excel & Google Sheets
- Responsible, punctual, and self-motivated
- Able to work independently and meet deadlines

I hereby declare that all the information provided above is true and accurate to the best of my knowledge. I am available for remote work and can start immediately. References will be provided upon request. Thank you for reviewing my CV. I look forward to the opportunity to contribute and grow with your team.

Sincerely,
Rubaiya Sultana
Date: