

Nusrat Jahan Asha



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SKILLS

Technical skills:

- Windows 7,8 & 10
- MS Office
- Web Browsing
- Email

Communication skills:

- Conducting business
- Event management

Extracurricular Activity

Member of MIU business club

Summary

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.

Experience

- Worked in **Orbit Consultant**
Marketing Executive Officer
- Worked as intern in **Akij Motors**.

Certifications



Finding Focus: Exploration of Excellence"

Personal Strength

Strong team working, Communication, leadership, creativity, time management, customer service, professional, honest, motivation listening, and discipline.

Course

July-December, 2016

COMPUTER OFFICE APPLICATION

F.M Computer Institution. Ghatail, Tangail

Score Grade- A+

Education

Bachelor of Business Administration(Major in Marketing)

Manarat International University, Dhaka

CGPA-3.09 out of 4.00, Passing Year-2020

Higher Secondary Certificate(Business Studies)

GPA- 4.42 out of 5.00, Passing Year- 2016

Ghatail Cantonment Public School & College, Ghatail, Tangail

Secondary School Certificate(Business Studies)

GPA- 3.25 out of 5.00, Passing Year- 2014

Ghatail S.E Pilot Girls High School, Ghatail, Tangail

LANGUAGES

English



Bangla



Hindi



Personal Information

Name : Nusrat Jahan Asha
Father's Name : Md. Abul Hossain
Mother's Name: Renuka Sarkar Date
of Birth : 02nd October 1997
Sex : Female
Religion : Islam
Marital Status : Married
Nationality : Bangladeshi
Height : 5`4`
Blood Group : B+

Declaration:

I, the undersigned, testify that all information contained in this form are true and correct to the best of my knowledge and available to present all proofs and supporting documents upon request by the authority.

Reference

- i) **Prof. Syed Kamrul Ahsan**
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- ii) **Prof. Abeda Sultana**
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Signature

Date