

Resume of Khadiza Khatun

Mailing Address:

House No-181/20, Kalabagan 1st Lane,
Kalabagan, Dhaka-1205.
Contact: 01736551119
E-mail: khadizatahera90@gamil.com



Career Objectives

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

Educational Qualification:

☐ Master's of Art's(Bangla)

- ◆ Passing Year : 2013
- ◆ Department : Bangla
- ◆ Result : 2nd class
- ◆ University : National University

☐ Bachelor of Arts (Hon's)

- ◆ Passing Year : 2012
- ◆ Department : Bangla
- ◆ Result : 2nd class
- ◆ University : National University

☐ Alim

- ◆ Passing Year : 2007
- ◆ Group : Humanities
- ◆ GPA : 3.42
- ◆ Board : Madrasah
- ◆ Institution : Alokdia Islamia Model Madrasah, Sirajgonj.

☐ Dakhil

- ◆ Passing Year : 2005
- ◆ Group : Humanities
- ◆ GPA : 3.67
- ◆ Board : Madrasah
- ◆ Institution : Alokdia Islamia Model Madrasah, Sirajgonj.

Geriatric caregiving services:

- ◆ Level : III
- ◆ Reg. No : 13196252522000001
- ◆ Board : Bangladesh Technical Education Board (BTEB)

Language Proficiency

- Language Skill: Bangla, English, Speaking, Reading, & Writing.

Computer Training Skills

- Windows MS Word, MS Excel, MS Power point E-mail & Internet Browsing.

Key Qualification:

- Able to work independently as leader of member of any team.
- Well managing ability enjoys interacting with people from all walks of life.
- Good communication ability.
- Good presentation ability.
- Participated in contract in contract negotiation with top management and accounts.

Personal Information

Name : Khadiza Khatun
Father's Name : Md. Saiful Islam
Mother's Name : Mst. Farida Begum
Permanent Address : Vill: Bahuli, P.O: Bohuli,
P.S: Sirajgonj Sadar, Dist: Sirajgonj.
Present Address : House No- 181/20, Kalabagan 1st Lane,
Kalabagan, Dhaka-1205
Date of Birth : 1st March, 1991
Nationality : Bangladeshi
Marital Status : Married
Religion : Islam
Sex : Female
Blood Group : AB+

Declaration:

I declare that above information given by me is true to the best of my knowledge & belief.

Khadiza

Applicant's Signature

Date : 4 Aug 2022

