*Resume of*

*saymahabibakhie*

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| --- | --- |
| **Present Address:**  | **Contact Address:** |
| Tatipara(KhaledaManjil)Zindabazar, Sylhet, Bangladesh. | E-mail : symahabibtuhin@gmail.comCell Phone : +8801709258471 |

**Objective**

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To get a chance to perform at your Organization. Certainly it will be a new and exciting experience for me to work in such a competitive corporate environment. It will without doubt make me more apt in working on diverse tasks in association with my distinctive mix of experiences and accomplishments.

**Profile**

I am an outgoing and communicative student with work experience volunteering in various programs conducted in Leading University, Sylhet. My combination of education, experience, motivation to excel and leadership qualities makes me an ideal candidate.

**Educational Qualifications**

**2015-2018:** BBA (Hons. in Business Administration)

In Finance and Banking

CGPA obtained: 3.75(Out of 4)

Leading University, Sylhet.

**2014:** H.S.C(Higher Secondary Certificate)

Group: Business Studies; GPA obtained: 5.00(Out of 5)

T.N.K. Academy Govt. Degree College, Juri

**2012:** S.S.C(Secondary School Certificate)

Group:BusinessStudies; GPA obtained: 4.69(Out of 5)

Kalajura H.A.M.M. High School.

**Computing Knowledge**

* Able to prepare any type of documents with MS word & PowerPoint.
* Able to produce any type of data based calculation sheet with Ms Excel.
* Having knowledge on Internet browsing and e-mail.
* Having knowledge about Graphics & Designing.

**Language Proficiency**

* Fluent in Bengali and English.
* IELTS Band Score 7.

**Interests**

* Volunteering at welfare related & social activities.
* Joint Publicity Secretary at Leading University Social Service Club.
* Member of Leading University Business Club, Debate Club, Cultural Club & Orpheus.

**Self Assessment**

* Strong desires for leading an honest life with dignity.
* Aspiration to build a career showing superior performance.
* Energetic,sincere, hard working, honest and dutiful.
* Able to work at any time at any place.
* Ability to work with a team.

**Personal Profile**

Name : Sayma Habib Akhie

Father’s Name : Habibur Rahman

Mother’s Name : Shahanaj Chowdhury

Permanent Address : Borolekha, Moulvibazar, Sylhet.

Date of Birth : 1st January, 1997

Contact Number :+8801709258471

Nationality : Bangladeshi (By Birth)

Religion : Muslim

Marital Status : Unmarried

I would appreciate it if you give me an opportunity to work with you and I am sure it would be worthwhile for us to meet. All the information provided here are correct and complete.

Yours Sincerely,

**Sayma Habib Akhie**

**Interview Notes 17.07.2019:**

From Taltola

Doing MBA( 2nd Semester)- classes held on Fri and Sat

**IELTs score:** 7

Has a plan to move abroad, but if get any suitable job in bd than change her mind to move to abroad.

Fresh Graduated

Knows MS office and has basic skill in graphic designing(notto much skilled)

**Shift:** Prefer BDT but if she is selected then can think about the GMT shift too.

Speaks well.

**English:** 7.5(fluent)

Applied through TC

**Situational Answering:**

1. Save laptop from fire first
2. Invest lottery won money for business.
3. Define half glass water as half glass full water.

**Rob comments:** –give workshop

**Workshop:**

Workshop Score: 15

Typing Speed: Above Average

Online Test: 80%

**Rob Comments:** only suitable for DA, weak candidate. Keep on waiting list for DA role.

**Rob notes – 26-11-2019**

She speaks very well. 7.5/10 accent 3/10/20

She was honest to say “she isn’t particular good at any skills cost she is a new grad”

She worked in infusion soft for telemarketing and left after 2 months – paid 12k basic plus commission.

She left cos it was last semester and too much pressure

**It’s worth hiring her in DA role and training her to VA position in due time.**