**Curriculum Vitae
 of**

Photo

**NAHIDA SALAH**

**Cell No: + 88 01763177569
E-mail:** nahidasalah14@gmail.com
Address: Munmun Muslim Mohila Hostel, Lakripara, Sylhet.

***Career Objective***

To build a career that encounter challenge and creativity being a professional worker to enrich the decision making ability through my aptitude, hard working, dedication and determination and to work in a challenging position where requires special skills and abilities. I would welcome the chance to work as a part of a dynamic team where I could make a significant contribution while developing my skills yet further.

***Academic Education***

**◊ Post Graduation (M.A)**

* *Institution : Sylhet Govt. Women's College*
* *University : National University*
* *Subject : English*
* *Session : 2016-2017*
* *Result :Running*
* *Duration : One Year*

**◊ Graduation B.A (Hon’s)**

* *Institution : Sylhet Govt. Women's College*
* *University : National University*
* *Passing Year : 2016*
* *Subject : English*
* *Session : 2012-2013*
* *Result : CGPA-2.93 (out of 4)*
* *Duration : 4 Years*

**◊ Higher Secondary Certificate (H.S.C)**

* *Institution : Sylhet Govt. Women's College*
* *Year of Passing : 2012*
* *Group : Humanities*
* *Result :GPA 4.90*
* *Board : Sylhet*

**◊ Secondary School Certificate (S.S.C)**

* *Institution : Kalajura Hazi Aptab Miah Memorial High School*
* *Year of Passing : 2010*
* *Group : Humanities*
* *Result : GPA-4.44*
* *Board : Sylhet*

***Language Proficiency***

*Have a good command on Bengali and English both oral and written.*

* *Fluent English*
* *Bengali: Mother tongue; Excellent (speaking, reading and writing)*

***Computer Skills***

* *MS Office -Microsoft Word, Access, Excel, Power Point*
* *Internet Accessing*

***Self Appraisal***

* *The ability to work under pressure and meet targets*
* *Ability to cope up with the changing situation.*
* *Well tolerance and very fond of taking challenge.*
* *Helpful and innovative.*

***Personal Profile***

|  |  |  |
| --- | --- | --- |
| *Name**Father's Name*  | *:**:* | *Nahida Salah* *Salah Uddin Ahmed*  |
| *Mother's Name*  | *:* | *Rajia Begum*  |
| *Date of Birth* | *:* | *06/01/1994*  |
| *Gender* | *:* | *Female*  |
| *Marital Status*  | *:* | *Unmarried* |
| *Nationality* | *:* | *Bangladeshi*  |
| *Religion* | *:* | *Islam*  |
| *Permanent Address* | *:* | Vill. Kalajura, P.O Dakshinbhag, P.S Barlekha, Dist. Moulvibazar |
| *Current Location* | *:* | Munmun Muslim Mohila Hostel, Lakripara, Sylhet. |

***Personal Interest***

*I enjoy reading journals, magazines, traveling, and Internet browsing.*

***Reference***

*Sudip Talukdar*

*Department of English*

*Sylhet Govt. Women's College*

*Mobile Number-01798741273*

***Declaration***

*I do hereby declare that all above information is true and correct to the best of my knowledge.*

Sincerely,

***Nahida Salah Date: .................***

**Interview Note’s:**

From Shibganj

Fresher (that’s why only suitable for DA post)

Taking preparation for government job

**Skills:** Knows MS office (did basic course on it)

She knows Tammy

**Shift:** BDT, GMT

**English:** 7-7.5(fluent in speaking)

**Situational answering:**

1. She will save pet first from the fire
2. She will help poor with lottery owned money
3. Defined half glass water as half glass full water

**Workshop:**

WS score: 13

Typing Speed: below average

**Keenness:**

|  |  |
| --- | --- |
| Stage | Comment |
| First Interview | She speaks well. So I think she might be a good choice for a DA- English speaker role) |
| Workshop | Seems weak in IT but tried hard to do everything and seems like a needy person |
|  |  |

**Rob’s Comment:** – workshop is not so good but not too bad either. Due to lack of experience, suitable for DA only. But I’m sure she can get promoted to VA after about 1 year experience working here. Interview with me.

**Rob Comments: 28-06-19**

She speaks confidential, 7.5/10 accent 3/10, smooth Bangladeshi accent.

I think she might be capable of being on a telephone role. But she will need to start on a DA role.

**Put her on the top of the DA list. She has potential to become a VA eventually**.