

RESUME
OF
Salma Akter Megla

Mob: 01724803494

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Mailing Address:

Vill- West Ambag, Konabari, Post- Neelnogor
P.S- Gazipur Sadar Dist- Gazipur.

Career Objective:

To work in any reputed national, International organization where I can contribute better and enhance myself as well dynamic, good motivator, ability to well communicates and has analytical skills with a systematic approach to problem solving. That would require innovative, challenging employment to utilize and improve my professional skill. Alongside ensure significant scope for long term career developments.

Educational Qualification:

Name of Exam : **Masters of Business Administration.**
Subject : Accountting
Board/University : National University
Result : CGPA – Appeard
Passing Year : 2019

Bachelor of Business Administration (BBA) (Honours)

Subject : Accountting
Board/University : National University
Result : CGPA – 2.90 (out of 4)
Passing Year : 2015

Higher Secondary School Certificate: (H.S.C)

Institute : Gazipur City College
Subject : Busniess Studies
Board : Dhaka
Result : G.P.A- 4.20 (out of 5)
Passing Year : 2011

Secondary School Certificate: (S.S.C)

Institute : Kaziazimuddin Chowdhury High School
Subject : Busniess Studies
Board : Dhaka
Result : G.P.A- 3.00 (out of 5)
Passing Year : 2009

Personal Information:

Name : Salma Akter Megla
Father's Name : Md. Tajul Islam
Mother's Name : Golapy Begum
Date of Birth : 20.10.1994
Permanent Address : Vill- West Ambag, Konabari, Post- Neelnogor
P.S- Gazipur Sadar Dist- Gazipur.
Religion : Islam
Nationality : Bangladeshi
Marital Status : Married
Height : 5 Feet 3 Inch
Weight : 64 Kg.
Sex : Female
National Id : 19943313023000582

Computer Skill:

- ❖ Office Program- Ms Word, Ms Excel, Ms Power Point, Internet Browsing Etc.

Job experience:

- ❖ Company Name : Genex Infosys.
- ❖ Position : Customer Care Executive .
- ❖ Duration : 1st April 2017 to 30th August 2017
- ❖ Company Name: Banglalink.
- ❖ Position : Customer Care Representative.
- ❖ Duration : 1st September 2017 to 31 December 2018

Language Proficiency:

Language	Listening	Reading	Writing	Speaking
Bangali	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Medium

Personal Interest:

- Honest and dedicated towards the duties.
- Enough Stamina for hard working.
- Good in catching and understanding fields of subjects.
- Reading, Books and traveling.

Declaration:

I declare that all the information included here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates.

Date:

Signature:



Salma Akter Megla

