



## **Nusrat Jahan**

Block- C, Road no-10, House no- 03 Banasree, Rampura,Dhaka- 1219.

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### CAREER OBJECTIVE

To build career in a challenging atmosphere, where I can render technical as well as other potentials to achieve knowledge, growth and motivation.

### ACADEMIC BACKGROUND

#### **Bachelor of Business Administration (BBA)**

EAST WEST UNIVERSITY

Major: Human Resource Management

Minor: Finance

CGPA: 2.98 out of 4

Year: 2014-2018

#### **HIGHER SECONDARY CERTIFICATE (HSC)**

MOTIJHEEL IDEAL SCHOOL AND COLLEGE

Business Studies

GPA: 4.10 out of 5

Year: 2013

#### **SECONDARY SCHOOL CERTIFICATE (SSC)**

MOTIJHEEL MODEL HIGH SCHOOL AND COLLEGE

Science

GPA: 4.69 out of 5

Year: 2011

### Working experience

Working in a consultancy firm (Shah & Associates) as a HR “Executive”

### Skills

- Computer: Microsoft Office, Microsoft Excel, Microsoft Power Point
- Language : Fluency in Writing and speaking in both English and Bangla
- Can adapt to new environment smoothly.
- Able to pick new concepts quickly and self-motivated to learn.
- Enthusiastic team member/leader
- Maintaining & controlling composure in difficult situation
- Excellent interpersonal Communication

### Extra- Curricular Activities

- Member of “EWU Business Club”, “EWU Photography Club”, “EWU model united nations club”
- Participated on Project Showcasing Competition

### Achievement

I got a Certificate on Recognizing Plagiarism from Indiana University

### Personal information

**Father’s Name** : Md. Solaiman  
**Mother’s Name** : Mrs. Rafuja  
**Date of birth** : 2<sup>nd</sup> June, 1995  
**Marital Status** : Single  
**Religion** : Islam  
**Blood Group** : A+  
**Nationality** : Bangladeshi

### References

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| <b>Kazi Reajul Islam</b><br>Senior Area nutrition officer, Nestle Bangladesh ltd.<br>227/A, Tejgoan Gulsan Link Road, Tejgaon Industrial Area, Dhaka.<br>Contact No: 01730781091<br>Email: reajul.islam@bd.nestle.com | <b>Silva akter</b><br>Assistant professor<br>Department of Business Administration, East West University<br>Address: A/2 Jahurul Islam Avenue, Jahurul Islam City<br>Contact Number: 01755555698<br>Email: <a href="mailto:silvia@ewubd.edu">silvia@ewubd.edu</a> |
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