

## Sumona Monzur Moury

23,f/b West Tejturi Bazar ,

Tejgoan, Dhaka-1215.

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### Career objective :

I would like to offer myself as a candidate where my knowledge and skill will be rewarded and appreciated. Want to work for those organizations, where honesty, commitment, hardworking and good performance are the corner stone of career developments.

### Educational background:

Degree	Group	Institute	Year	Board
BBA	BBA	Victoria University of Bangladesh	2019	Dhaka
H.S.C	Commerce	Ideal Commerce College	2014	Dhaka
S.S.C	Commerce	Naznin School and College	2012	Dhaka

### Computer competency

- Operating Systems: Windows XP, Windows 7, Windows 10.
- Application Programs: Microsoft Word, Excel & PowerPoint.

### Language skills

- Average command over the English language, in both oral and written.
- Skilled in all types of business and official correspondences.

### Personal information:

**Father's Name** Monzurul Hasan

**Mother's Name** Rabeya Monzur

**Date of Birth** 5<sup>th</sup> January 1996

**Place of Birth** Dhaka

**Nationality** Bangladeshi by birth.

**Religion** Islam

**Blood Group** 'O' +

**Marital Status** Unmarried

**Gender** Female

**Permanent address** Village –Kalipur.N.S.kandi, P.O – Hoglakandi,Thana-Gozaria ,  
District- Munshiganj, Division – Dhaka

**Height** 5 ft

### Job experience:

- **Sonali Bank** : Internship for three months (at farmgate branch) . Data entry and reporting .
- **BAIRA Life Insurance Company limited:** (at head office) Front desk, conversation with clients.
- **Brethline (Import & Export company )** : Reporting , Conversation with clients through call.
- **Suchi private ltd. company** : Customer service provider. Conversation with clients through call.

### Personal attribute:

- Good organizational and interpersonal communication skill.
- Ability to work in a term environment.
- Self-confident and being positive.
- Ability to manage time and being positive.

### References:

**Khoshed Alam**  
Senior Officer  
Sonali Bank  
Phone-01712780102

I hereby, declare that the information has given above is correct & true to best of my knowledge and believe.