

Resume

Shila Sarkar

121/3, BijoySarani Tower, Tejkunipara, Tejgoan, Dhaka- 1215

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Career Objectives

To obtain a growth oriented position in an esteemed organization where I will be able to contribute my knowledge and experience effectively and efficiently.

Education Background

- 2018 : Masters of Business Administration
Institution : BRAC University
- 2016 : Bachelor of Business Administration
Institution : American International University of Bangladesh
First Major : Accounting & Finance
Second Major : Management Information System
Result : C.G.P.A. 3.36
- 2012 : Higher Secondary Certificate (H.S.C.)
Institution : University Women's Federation College
Board : Dhaka
Department : Science
Result : G.P.A. 3.70
- 2010 : School Secondary Certificate (S.S.C.)
Institution : Tejgoan Govt. Girls High School
Board : Dhaka
Department : Science
Result : G.P.A. 4.44

Work Experience

- Rahimafrooz Renewable Energy Limited (RREL) as an intern from October 4, 2016 to January 3, 2017
- Zoetrope as a creative director from January 2016 to January 2017

Computer skills

- OS/Platform : MS Windows XP, 7, 8, 10
- Office Package : MS Office 2007, 2010 {PowerPoint, Excel, Word}
- SPSS : Data Entry, Analyze Statistical Data
- Others Activity : WordPress, Creating New App and Website, CRM

Language Skill

Good Proficiency at understanding, speaking, reading and writing in Bangla, English and Hindi.

Self Appraisal

- Determined to work and eager to participate any sort of training.
- Ability to cope up with different situation, very good temperament and enjoy challenges.
- Co-operative, Innovative & hardworking.
- Good communication skills and ability to interact well with subordinate work-force.
- Can learn quickly the necessary details of work and possess dynamism to achieve results.

Personal Details

Name	: Shila Sarkar
Father's Name	: Dilip Sarkar
Occupation	: Businessman
Mother's Name	: Alpana Raha Sarkar
Occupation	: Housewife
Date of Birth	: 8 th April 1994
Sex	: Female
Marital Status	: Single
Religion	: Hinduism
Nationality	: Bangladeshi
National ID #	: 19942699026000266
Home District	: Dhaka
E-mail Address	: shilasarkar94@gmail.com
Mailing Address	: 121/3 BijoySarani, Tejkunipara, Tejgoan, Dhaka-1215
Permanent Address	: 121/3 BijoySarani, Tejkunipara, Tejgoan, Dhaka-1215

Academic

Md. Joynal Abedin

Assistant professor , Department of Finance

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Non-Academic

Mahmuda Sultana

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