

ROMANA RAHMAN



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Address: House Name: Klanti Shese, Holding No: 3910/03, Ward No: 13, Ranirhat Road, Banani, Bogura Sadar-5800, Bogura.

CAREER OBJECTIVE

A motivated and systematic Commerce graduate with extensive training in computer applications, data management, and freelancing. Seeking a challenging position in a growth-oriented organization where I can utilize my fast typing speed, office management skills, and strong troubleshooting abilities to enhance operational efficiency while continuously growing as a professional.

EDUCATIONAL BACKGROUND

Bachelor of Business Studies (B.B.S - Pass Course)

National University | Govt. Shah Sultan College, Bogura

Passing Year: 2016 | **Result:** CGPA 2.62 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Dhaka Board | NACTAR, Bogura

Group: DIBS | **Passing Year:** 2013 | **Result:** GPA 4.07 (Out of 5.00)

Secondary School Certificate (S.S.C)

Rajshahi Board | Bogre City Girls High School, Bogura

Group: Humanities | **Passing Year:** 2011 | **Result:** GPA 3.25 (Out of 5.00)

TECHNICAL & PROFESSIONAL SKILLS

- **Professional Trainings:**
 - Completed a 3-Month Professional Freelancing Course from CyberTech.
 - Completed a 2-Year Basic Computer Course from NACTAR (during DIBS).
- **Office Applications:** Proficient in MS Word, MS Excel, and PowerPoint.
- **Data & Research:** Hands-on experience in Data Entry, Lead Generation, and Market Research.
- **Typing Speed:** Outstanding typing speed and accuracy in both Bengali and English.
- **Operating Systems:** Strong general computer operations, navigation, and troubleshooting skills.

PERSONAL STRENGTHS

- **Adaptability:** Highly adaptive quick learner with a strong zeal for mastering new tools and concepts.
- **Work Ethic:** Sincere, hardworking, self-motivated, and highly systematic in execution.
- **Resilience:** Proven capability to perform efficiently under pressure and within fast-paced environment conditions.
- **Interpersonal Skills:** Friendly, reliable collaborator with strong organizational potential and the ability to take full responsibility.

PERSONAL INFORMATION

Father's Name : A.K.M Mizanur Rahman
Mother's Name : Mrs. Rokeya Begum
Date of Birth : 27/07/1995
Gender / Nationality : Female / Bangladeshi
National ID (NID) : 464 535 9656
Marital Status : Married
Religion / Blood Group : Islam / A+ (Positive)
Physical Measurements : Height: 5 feet 3 inches | Weight: 72 Kg
Present Address : House Name: Klanti Shese, Holding No: 3910/03, Ward No: 13, Ranirhat Road, Banani, Bogura Sadar-5800, Bogura.
Permanent Address : House Name: Klanti Shese, Holding No: 3910/03, Ward No: 13, Ranirhat Road, Banani, Bogura Sadar-5800, Bogura.

Declaration: *I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes my qualifications and me.*

Date: ____ / ____ / ____

(Romana Rahman)