CURRICULUM VITAE OF FARZANA AKTER POLLY



Mailing Address:

Farzana Akter Polly

C/O- Nur Muhammad Vill- Kamaleswardi, P.O- Kamaleswardi Khanka P.S- Boalmari, Dist- Faridpur. Contact No. 01737-******

Career Objective:

Intend to work in a challenging competitive environment which will provide me with the opportunity to flourish my talent and to utilize the hidden potentials within myself so that the organization can reap maximum benefit up to the level of satisfaction.

Self-Assessment

	Sincere, Punctual and dutiful to work.		
	Able to motivate and convince people.		
	Working under pressure and achieving the target goal.		
Workiı	ng Experience		
Compa	ny Name	:	
Duration		:	
Position	1	:	
Departi	ment	:	
Major l	Responsibilities	:	
Skill in	n Computer Packa	ge Software's	
(MS-W	Word, MS-Excel, N	MS-Power Point & Internet Browsing).	
`	n Computer Packa	C /	
		MS-Power Point & Internet Browsing).	
•	n Computer Packa	= /	
		•	
(M2-M	vora, MS-Excel, N	AS-Power Point & Internet Browsing).	
Compa	ny Name		
Duratio	•	•	
Position		:	
Departi		:	
-	Responsibilities	: :	
J	•	Attendance Record Keeping.	
		maintains and reconcile and approved by Management.	
		nta verify and preparing the vouchers.	
	☐ Prenare salary	sheet	

☐ Maintain cash book.

Educational Backgr	ound:			
Masters of Social So University Institute Subject Passing Year Result	cience (Hon's) : : : :			
Bachelor of Social Science (Hon's)				
University Institute Subject Passing Year Result	::::::			
Higher Secondary Certificate (H.S.C)				
Board Institute Group Passing Year Result	::::::			
Secondary School C Board Institute Group Passing Year Result	Certificate (S.S.C) : : :			
Language Proficien				
	tion Skill" on Speaking and writing well in Bengali & English.			
Computer Literacy:				
Skill in Computer Pa (MS-Word, MS-Exco	el, MS-Power Point & Internet Browsing).			
Personal Information	on:			
Father's Name	:			
Mother's Name	;			
Permanent Address	:			
Date of Birth	:			
Religion	:			

Marital Status	:
Blood Group	:
National ID No.	:
Reference:	
A.K.M. Sarwar Hossain	
Senior Principal Officer,	

A.K.M. Sarwar Hossain Senior Principal Officer, IC & C Division Trust Bank Limited Head Office, Dhaka Cell:

I, the undersigned, declare that the information provided in this resume is true to the best of my belief and knowledge and correctly describes myself.

Signature

Farzona	
(Farzana A	Akter Polly)
Date :	