

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.

Working Experience

Company Name :

Duration :

Position :

Department :

Major Responsibilities :

Skill in Computer Package Software's

(MS-Word, MS-Excel, MS-Power Point & Internet Browsing).

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Major Responsibilities :

- ☐ Daily Leave and Attendance Record Keeping.
- ☐ Daily petty cash maintains and reconcile and approved by Management.
- ☐ Data posting, data verify and preparing the vouchers.
- ☐ Prepare salary sheet.
- ☐ Maintain cash book.

- ☐ Making PI.
- ☐ Maintain Stock.
- ☐ Tasks assigned by management,
- ☐ Prepare monthly financial status.

Educational Background:

Masters of Social Science (Hon's)

University :
 Institute :
 Subject :
 Passing Year :
 Result :

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 Certificate (S.S.C)

Board :
 Institute :
 Group :
 Passing Year :
 Result :

Language Proficiency:

Fluent “Communication Skill” on Speaking and writing well in Bengali & English.

Computer Literacy:

Skill in Computer Package Software's
 (MS-Word, MS-Excel, MS-Power Point & Internet Browsing).

Personal Information:

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,
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

Farzana

(Farzana Akter Polly)

Date :