



Sumaiya Ahmed Joya

Nationality: Bangladeshi **Date of birth:** 11/02/2004

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Email address: ahmedsumaiya773@gmail.com

Home: Vill: Bashanda, Post: Belta, Thana: Nangolkot, Dist: Cumilla

ABOUT ME

Looking for hard and challenging job where I will have the scope to utilize my potentiality, creativity, adaptability and skill to do something innovative and from where I will be able to enhance my knowledge.

SELF ANALYSIS:

- * Strong Motivation & Commitment.
- * Ability to work independently as well as in a team.
- * Assure to hard work & handle pressure.
- * Pleasant personality and good inner personal skills

WORK EXPERIENCE

- * **Brand Promoter** [2 Months]
Akij Group
City: Dhaka | Country: Bangladesh
- * **Sales Executive** [1 Month]
Sara Lifestyle Ltd.
City: Dhaka | Country: Bangladesh
- * **Sales Executive** [01/11/2023 - 11/08/2024]
Dynamo Kids Shop.
City: Dhaka | Country: Bangladesh
- * **Assistant English Teacher** [01/03/2023 - 31/10/2023]
Basanda Baitush Sharaf Jobbaria Adarsha Nurani Madrasah
City: Cumilla | Country: Bangladesh

ACADEMIC QUALIFICATIONS:

- * **Bachelor of Science in Computer Science & Engineering (B.Sc.)**
United College Of Aviation Science & Management [Enroll- 1st Semester]
City: Dhaka | Country: Bangladesh
- * **Higher Secondary Certificate (H.S.C)**
Cumilla City College
City: Cumilla | Country: Bangladesh
Group : Science
Grade: 4.25 out of 5.00
- * **Secondary School Certificate (S.S.C)**
Jhikotia Ishaq Mozumdar Ideal Girl's High School
City: Cumilla | Country: Bangladesh
Group : Science
Grade: 4.28 out of 5.00

LANGUAGE PROFICIENCY

- * **Bengali**

Excellent; as Mother Language.

- * **English**

Smart; as medium of Education and over all communication

COMPUTER KNOWLEDGE

- * MS Office : MS Word, MS Excel, MS PowerPoint

DIGITAL SKILLS

- * SMM (Social Media Marketing) : Facebook Marketing, YouTube Marketing, Email Marketing ; SMS Marketing
- * SEO (Search Engine Optimization):
 - On Page SEO
 - Off Page SEO
- * Keyword Research & Analysis
- * Content Writing

PERSONAL INFORMATION:

Name	: SUMAIYA AHMED JOYA
Father's Name	: Mohammed Munir Ahmed
Mother's Name	: Rashida Ahmed Poly
Permanent Address	: Village: Bashanda, Post: Belta Upozilla : Nangolkot, Dist: Comilla.
Present Address	: House - 28/D, Road - 18, Sector-07, Uttara, Dhaka-1230
Nationality	: Bangladesh by Birth .
Religion	: Muslim.
Sex	: Female.
Marital Status	: Single.
Blood Group	: O+

HOBBIES AND INTERESTS

Travelling, Reading story books, Watching movies, Gardening, Listening Song

DECLARATION:

I declare That All Information Mentioned Above is true to the best of Knowledge.
It necessary all the authentic papers would be submitted.

SIGNATURE


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Sumaiya