

# NAZMA ISLAM

House-06, Road-4, Block-C, Shah Ali, Mirpur-1, Dhaka-1216 ■ 01909-247140 | ✉ ■  
keyaislam0199@gmail.com



## Professional Summary

Motivated and dedicated BBA graduate specializing in Management with a strong aspiration to build a career in the business and administrative field. Recognized for sincerity, hard work, and the ability to learn quickly. Committed to contributing effectively to organizational success through integrity and teamwork.

## Education

Bachelor of Business Administration (BBA - Honours) Mirpur University, Dhaka

Concentration Management

Passing Year 2014

Result 2.15

Higher Secondary Certificate (H.S.C) Shah Ali Girls High School & College, Dhaka

Concentration Business Studies

Passing Year 2007

Result 2 nd Division

Secondary School Certificate (S.S.C) Shah Ali Girls High School & College, Dhaka

Concentration Business Studies

Passing Year 2005

Result 2 nd Division

## Skills

- Microsoft Office (Word, Excel, Access)
- Internet Research & Email Communication
- Data Entry & Record Management
- Administrative Support

## Language Proficiency

- Bengali: Native
- English: Good command (oral & written)
- Hindi: Conversational

## Personal Information

Father's Name: Amir Hossain

Mother's Name: Taherunnesa

Date of Birth: 15 September 1993

Nationality: Bangladeshi

National ID: 2699038637100

Religion: Islam

## Declaration

I hereby declare that the above information is true and accurate to the best of my knowledge and belief.

