



Daffodil Institute of IT
CHATTOGRAM

Course Name: Introduction to Business
Topic: Professional CV Writing.

Submitted To:

Sujon Sarkar
Lecturer
Head of BBA Department

Signature of Faculty
Daffodil Institute of IT, Chattogram.

Submitted By:

Shahajadi Afreen Azad

ID:

Semester: 1st

BBA Department

A handwritten signature in blue ink, appearing to read 'Shahajadi Afreen Azad', is written over a horizontal line.

Signature

Date of Submission:

12th December 2021

Date-12-12-2021

To

The Manager

GPH Ispat Ltd

Crown Chamber, 325, Asadgonj, Chattogram.

Subject: Prayer for the post of a " Officer/Sr. Officer". Sir,

In response to your recent advertisement published on " Bd Jobs.com online news" inviting applications for the post of "**Officer/ Sr. Officer**". I beg to offer myself as a candidate for the same. My bio-data and essential particulars are given bellow for your kind attention and sympathetic consideration. Under the above circumstances, I fervently pray and hope that you would be kind enough to appoint me of the post so that I can perform my duties with profound care and oblige thereby.

Thanking your best.

You're faithfully

Shahajadi Afreen Azad

Shahajadi Afreen Azad

House No: 1160/E, Shapla Res. Area, South Kattali,
Halishahar Road, Pahartali, Chattogram, 4219
Contact: +8801886721692
E-mail: afreenazad.bd@gmail.com



Career Objective

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Look forward to working with a company that promotes quality products and services; and provides me with the opportunity to meet and exceed assigned sales goals.

Employment History

Academic Credentials

- **Bachelor of Business Administration (B.B.A)**
Institution : Daffodil Institute of IT Chattogram
Passing Year : Continuing

- **Higher Secondary Certificate (H.S.C)**
Institution : Port Authority Girls High School & College
Passing Year : 2018
Group : Business Studies
Board : Chattogram
CGPA : 3.42

- **Secondary School Certificate (S.S.C)**
Institution : Goribe-Newaz High School
Passing Year : 2016
Group : Science
Board : Chattogram
CGPA : 4.39

Skill

- Microsoft Office: (Word, PowerPoint, Excel and Software & Internet Browsing)
- Efficient in Speaking and writing both Bangla and English.

Strength

- Self-Motivated
- Positive Attitude
- Team Builder
- Leadership Quality
- Ready to work Under Pressure and in any Environment.

Personal Information

Name : **Shahajadi Afrin Azad**
Father's name : Md.Abul Kalam Azad
Mother's name : Ireen Azad
Date of Birth : 15th June 2000
Gender : Female
Marital Status : Unmarried
Religion : Islam
Nationality : Bangladeshi (by birth)
Blood Group : O+
NID : 958 285 2050
Present/ Permanent Address : House No: 1160/E, Shapla Res. Area, South
Kattali, Haliashahar Road, Pahartali,
Chattogram, 4219
Contact : +8801886721692
Interest : Reading, Travelling & Meeting with new People.

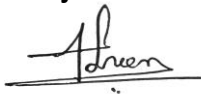
Language Proficiency

Language	Reading	Writing	Speaking
English	Well Versed	Well Versed	Moderately
Bangla	Mother Tongue	Mother Tongue	Mother Tongue

Reference

- **Mr. Sujon Sarkar**
Head of BBA Department.
Daffodil Institute of IT Chattogram
Sk. Mujib Road, Agrabad, Chattogram.
+880 1818 891954

Shahajadi Afreen Azad



Signature