

Name: Fatema Tabassum  
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Dhaka.  
Phone: 01743-181133 / 01920794448  
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OBJECTIVE	To work in such an environment that will enhance my knowledge and career, where I can perform my management skills according to my strong Caliber and efficiency.
EDUCATION	<p><b>BA in Business Administration</b> Institute: University of Derby, UK Continuing <b>Courses are:</b></p> <ol style="list-style-type: none"><li>1. Delivering Winning Projects</li><li>2. Developing &amp; Managing Performance</li><li>3. Issues in Global Business and Strategic Concepts</li><li>4. Improving Business Performance</li><li>5. International Purchasing &amp; Strategic Concepts</li></ol> <p><b>HND(Higher National Diploma) in Business</b> Institute: BIMS Major: Accounting Result: Merit <b>Course Completed:</b></p> <ul style="list-style-type: none"><li>• <i>Recording Financial Transaction</i></li><li>• <i>Information For Management Control</i></li><li>• <i>Maintaining Financial Records</i></li><li>• <i>Accounting For Costs</i></li><li>• <i>Managing People And Systems</i></li><li>• <i>Drafting Financial Statement</i></li><li>• <i>Financial Planning And Control</i></li><li>• <i>Implementing Audit Procedures I</i></li><li>• <i>Preparing Taxation Computation For Individual ALS</i></li><li>• <i>Managing Finances: Working Capital And Cash Management</i></li><li>• <i>Sources of Finances And Capital Investment</i></li><li>• <i>Financial Performance Management</i></li><li>• <i>Implementing Audit procedures II</i></li><li>• <i>Corporation Tax And Capital Gains tax</i></li><li>• <i>Business law</i></li><li>• <i>Company law</i></li></ul> <p><b>General Certificate of Education (GCE), 2010</b> University Of Cambridge Accounting "A" Math "A"</p>

COMPUTER  
SKILL

**Operating Systems**  
Windows98, Windows2000/XP

**Applications**  
Ms-Word, Ms-Excel, Ms-Access, Ms-PowerPoint.

**Typing Skill:**  
Standard speed in English and Bangla typing.

**Internet & Others**  
Internet, E-Mail.

LANGUAGE  
SKILL

- Good command in spoken and written communication skill both in English and Bengali.
- IELTS Score 6.0

PERSONAL  
INFORMATION

Father's Name: Haji Jashim Uddin ahmed  
Mother's Name: Zinnat Fatema  
Date of Birth: 1980-11-11  
Nationality: Bangladeshi  
Religion: Islam  
Marital Status: Single  
Permanent Address: House # 54, Ahasan Apartment, Road # 7/A, Dhanmondi,  
Dhaka-1205

EXTRA  
CURRICULAR  
ACTIVITIES

- Participated in different cultural program in school, college & university level.
- Associated with various cultural activities

HOBBY

- Listening Music
- Watching films
- Reading Books

REFERENCES

**Abdullah-Al-Mamun**

CEO

BAC International Educational Pathway

Phone: 01713-302953

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**Md. Sajjad Halim**

Sr. Asst. Manager

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(Applicant Signature)

Date: 14-08-2014