

Name: Hossain Sandana Abid

Address

239/B,khilgoan Chowdhury Para,Dhaka-1219.

Phone 01674-975350

Email h.sandana@gmail.com



OBJECTIVE

To strive for excellence, 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

### **BA in Business Administration**

Institute: University of Derby, UK

Result: Third Class Honours

#### **Course Completed:**

- Delivering Winning Projects
- Developing and Managing Performance
- Issues in Global Business and Strategic Concepts
- Improving Business Performance
- International Purchasing and Supply - Chain Management

### **HND (Higher National Diploma) in Business**

Institute: Edexcel, UK

Major: Human resource Management

Result: Merit

#### **Course Completed:**

- *Business Environment*
- *Management Financial Resources and Decisions*
- *Organizations and Behavior*
- *Marketing Principles*
- *Aspects of Contract and Negligence for Business*
- *Business Decision Making*
- *Business Strategy*
- *Research Project*
- *Human Resource Management*
- *Managing Human Resources*
- *Human Resources Development*
- *Employee Relations*
- *Financial Systems and Auditing*
- *Taxation*
- *Marketing Intelligence*
- *Marketing Planning*

### **Ordinary level (O' Level), 2009**

Board: Edexcel International

Physics, Math-B, English, Bengali, Chemistry, Biology

COMPUTER  
SKILL

**Operating Systems**

Windows98, Windows2000/XP

**Applications**

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

**Internet & Others**

Internet, E-Mail.

LANGUAG  
E  
SKILL

- IELTS: May 2013, Score-6
- Fluent in Bangla reading, writing, listening, understanding & speaking
- Good understanding of Hindi and Urdu

PERSONAL  
INFORMATION

Father's Name: Mohammad Abid Hossain

Mother's Name: Mrs Rehana Abid

Date of Birth: 1990-12-31

Nationality: Bangladeshi

Religion: Islam

Marital Status: Single

Permanent Address: 239/B,khilgoan Chowdhury Para,Dhaka-1219

EXTRA  
CURRICULA  
R  
ACTIVITIES

- Done exhibition on oil painting (2004)
- Has interest in art, crafts, interior designing.
- loves to be in a leading role

HOBBY

- Listening Music
- Watching films
- Reading magazines

REFERENCES

**Abdullah-Al-Mamun**  
CEO  
BAC International Educational Pathway  
Phone: 01713-302953  
Email: [mamun@bacbd.org](mailto:mamun@bacbd.org)

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(Applicant Signature)

Date: 14-08-2014