

SHUBHA SAHA

75, Mokorba Road, Nagarkhanpur,
Narayanganj, Bangladesh.
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**Job Objective**

I look forward to establishing myself as a reliable executive by facing official challenges with dedication and growth-oriented activities and want to be skilled to compete in the challenging world business.

Education

Master of Business Administration
Major in Accounting & Information Systems
University of Dhaka
Jan 2016 to May 2018
CGPA 3.43 out of 4

Bachelor of Business Administration
Major in Accounting & Finance
American International University-Bangladesh
Jan 2011 to Aug 2015
CGPA 3.56 out of 4

Higher Secondary Certificate
Group: Business Studies
Narayanganj University College
2008
GPA 4.50 out of 5

Secondary School Certificate
Group: Business Studies
I.E.T Govt. High School
2006
GPA 4.63 out of 5

Work Experience

Executive Officer
Mercantile Bank Limited
General Banking Division
November 6 2018 to Present

Communication Skills

- Fluent in Bengali & English- both verbal and written
- Skilled in all sorts of business and commercial correspondence
- Proficient in multimedia presentation

Computer Skills

- Have superior ability in online communication and using internet
- MS office 2007
- Windows 7

Leadership Skills

- Have the ability to work independently as well as in team. Can work with people of all levels and motivate them to get things done.
- Have ability to do work under pressure/any circumstances.

Personal Details

Father : Mr. Banka Behari Saha
Businessman

Mother : Mrs. Jhumur Rani Saha
Homemaker

Date of Birth : 17 June 1991

Marital Status : Unmarried

Blood group : A Positive

National ID : 5550387095

Permanent Address : 75 Mokorba Road, Nagarkhanpur, Narayanganj, Bangladesh

Interests : Playing Cricket, listening music, learning new words etc.

References

Prof. Dr. Tahmina Khatun
Department of AIS
Faculty of Business Studies
University of Dhaka
Shahbag, Dhaka
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Mr. Kazi R Hasan
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