

ASMA ASHRAF LOVELY

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Career Objective.

Looking for an organization where I can enhance my knowledge from my academic learning by give the best to the organization and along with that I want to earn experiences for my future references.

Special Qualification.

Computer skills, Work shop, Exhibition, Good motivating skills

Employment History.

Total Years of Experience: 2.5 Year(s)

1. Sunnyside School

Position: Class Teacher and Subject teacher

Department: Accounting, Mathematics, Science, Computer, Geography, Computer

Job Responsibility:

- ✓ Counselling and handling students
- ✓ Proper communication solving problems of parents
- ✓ Preparing and checking question and answer script

2. The Farmers Bank LTD

Position: Intern (May 22, 16- August 22, 16)

Department: Clearing Inward & outward Section of GB

Job Responsibility:

- ✓ Voucher processing for FDR, Transfer A/C, Outward Settlement
- ✓ Prepare deposit slip
- ✓ Handle customer personally for outward clearing cheque

3. American International University- Bangladesh

Position: Teacher Assistant (September 18, 2015 - December 31, 2015)

Department: Marketing

Job Responsibility:

- ✓ Counselling student & checking reports of Interns on behalf of Teachers
- ✓ Taking class

4. NCC Bank LTD

Position: Intern (January 13, 2014 - April 13, 2014)

Department: General banking & loan and advance

Job Responsibility:

- ✓ Cheque handling
- ✓ Account opening
- ✓ Contact customer about loan sanctioning and loan disbursement

Academic Qualification:

Exam Title	Major	Institute	Result	Pass. Year	Achievement
MBA	Accounting & Marketing	American International University-Bangladesh	CGPA:3.61 out of 4	2016	-----
BBA	Accounting & Finance	American International University-Bangladesh	CGPA:3.58 out of 4	2014	-----
A level's (Ed-Excel)	Accounting & Mathematics	Salvation International School & college	CGPA:5 out of 5	2010	Secured two 'A' grades (1 st Division)
O level's (Ed-Excel)	Science, Mathematics & Accounting	Salvation International School & college	CGPA:3.4 out of 5	2007	Secured one 'A' grade, one 'B' grade, two 'C' grades, & one 'D' grade (2 nd Division)

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	High	Medium	High
English	High	High	High

Personal Details :

Father's Name : Mr. Ashraf Uddin Ahmed
Mother's Name : Ms. Nargis Begum
Date of Birth : February 8, 1990
Gender : Female
Marital Status : Single

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Anisur R. Faroque	Arifa Sultana Ami
Organization	: American International University- Bangladesh	The Farmers Bank LTD
Designation	: Assistant Professor & Head Department of Marketing	Office
Address	: American International University- Bangladesh (AIUB)	Lotus Kamal Tower-2 Gulshan Corporate Branch
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Relation	: Academic	Professional

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