

Curriculum Vitae of Mst. Ranu Khatun



OBJECTIVE

- Looking for hard and challenging job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovate and from where I will be able to enhance my knowledge.

EDUCATION

- **M. S. S. in Political Science**
Year : 2014 (held in 2017)
Board/University : National University
CGPA : 2.91 (out of 4.00)
- **B.S.S.**
Year : 2012 (held in 2014)
Board/University : Bangladesh Open University
CGPA : 2.90 (out of 4.00)
- **Higher Secondary School Certificate (H.S.C)**
Passing Year : 2009
Institute : New Govt. Degree College, Rajshahi
GPA : 3.15 (out of 5.00)
Board : Bangladesh Open University
- **Secondary School Certificate (S.S.C)**
Passing Year : 2001
Institute : Rajshahi Adarsha High School
GPA : 2.88 (out of 5.00)
Board : Rajshahi

COMPUTER SKILL

- Excellent computer literacy in basic and business application such as MS world, MS Excel, MS Access, MS PowerPoint, Photoshop, Illustrator and SPSS etc.

LANGUAGE PROFICIENCY

- Bengali- Mother tongue.
- English- Reading writing and speaking good.

JOB EXPERIENCE

- May 2011 to March 2013 – Computer Operator, CP # 492, HEQEP, Dept. of Botany, University of Rajshahi.

PROFESSION TRAINING

- MS Word, MS Excel, MS Access, PowerPoint, Photoshop, Windows and Internet Browsing Course Complete from Computer Training Academy for M. E Computer's, Rajshahi, Bangladesh.
- Database Programing from Bangladesh Technical Education Board, Dhaka.

PERSONAL DETAILS

Father's Name : Md. Mukbul Hossain
Husband Name : Md. Masder Hossain
Mother's Name : Mst. Bulbuli Begum
Present Address : Holding No. 91
Vill: Kazla Post: Kazla
Thana: Motihar Dist. Rajshahi
Mobile : 01910651899
Present Address : Vill: Kazla Post: Kazla
Thana: Motihar Dist. Rajshahi
Date of Birth : February 27, 1984
Nationality : Bangladeshi (by birth)
Sex : Female
Religion : Islam
Blood group : A (+)

Signature
Date: