Nusrat Jahan

BIODATA

Chattogram, Bangladesh | +880 1800 000000 | nusrat.jahan@example.com

POST APPLIED FOR

Office Assistant

PERSONAL DETAILS

Full name: Nusrat Jahan
Father's name: Abdul Karim
Mother's name: Rokeya Begum
Date of birth: 5 August 2003
Nationality: Bangladeshi
Marital status: Unmarried
Languages known: Bangla, English
Present address: Halishahar, Chattogram

EDUCATIONAL QUALIFICATION

BA (Pass), Karnaphuli College, Chattogram | 2025 | Second Class
HSC (Humanities), Port City College, Chattogram | 2021 | GPA 4.25 / 5
SSC, Halishahar Girls High School, Chattogram | 2019 | GPA 4.50 / 5

COMPUTER SKILLS

MS Word, MS Excel, email, Bangla and English typing
Six-month certificate course in office applications | 2024

EXPERIENCE

Fresher. Volunteered at the college admission help desk for two weeks in 2024.

DECLARATION

I hereby declare that all the details given above are correct and complete.

Place: Chattogram
Date: 15 November 2026
Signature: (sign here)