

## UMME SALMA LUNA

Lecturer

Department of Human Resource Management

Islamic University, Kushtia

Bangladesh

**E-mail:** lunaummesalma@gmail.com

**Contact:** +8801716212644



### PROFESSIONAL OBJECTIVE

I object to enhance my knowledge and experience by teaching Management Studies, International Business Management, Human Resources Management, Economics related subjects. Ideally, I wish to utilize my academic excellence, research skills and practical experiences along with interpersonal skills effectively and efficiently.

### ACADEMIC QUALIFICATION

Certification	Institute
MBA	University of Dhaka, Dhaka
BBA	University of Dhaka, Dhaka
HSC	Adamjee Cantonment College, Dhaka Cantonment, Dhaka
SSC	HM High School, Gazipur

### PROFESSIONAL EXPERIENCE

- Worked as Intern at ACNABIN Chartered Accountants for 3 months
- Worked as Article Student at Ernst & Young Global for 9 months

### INTERPERSONAL SKILL

- Good Communication Skills with Problem Solving and Decision-Making Talents.
- Able to Work independently or as part of the team to work on multiple tasks.
- Team Player as well as Leadership Qualities having Positive Attitude.

## COMPETENCY

- Self-motivated as well as professionally responsible to assigned jobs.
- Hardworking, passionate to success and highly objective oriented.
- Good at research, quantitative and critical reasoning.
- Capable to adapt various financial and managerial strategy changes.
- Able to handle a wide variety of tasks.

## TECHNICAL SKILL

- Accomplished self-motivated expertise on Microsoft Windows operating system along with office package and web-based operations.
- Have practical working experience on "SPSS" and "STATA" for data analysis.
- Conducted practical sessions on "QuickBooks" (small business accounting software).

## PERSONAL DETAILS

Father's Name : Md. Fazlul Haque  
Mother's Name : Feroza Begum  
Date of Birth : December 28, 1990  
Gender : Female  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Blood Group : O+

I hereby certify that all the information provided above is true in best of my knowledge and sense and well supported by legal documents.



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Umme Salma Luna