

KAUSAR JAHAN RAHMAT

I am seeking a position at your respectable organization where I can work in challenging environment to gain experience & knowledge.

 rahmatkausar1993@gmail.com

 7980266708

 42 Jannagar Road
Kolkata, India

 31st March, 1993

EDUCATION

M.A.

Rabindra Bharati University

B.A.

Acharya Jagadish Chandra Bose College (C.U.)

Class XII

Central Model High School

Class X

Central Model High School

SKILLS

Team Building with Leadership

Communication Skills

Computer Skills

WORK EXPERIENCE

- Working as an Admin Assistant at International Steam Research
- HR cum Tele-caller
- Teacher in Kidzee Harinavi School for 4 years
- Working as a tutor since 9 years

PROFESSIONAL QUALIFICATION

- Advance Diploma course in Information Technology Application

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Bengali

Full Working Proficiency

PERSONAL DETAILS

Date of Birth : 31st March '1993

Gender : Female

Marital Status : Married

Nationality : Indian

INTERESTS

Traveling

Adventure

Creative Writing

Reading story books

SIGNATURE