

## Tania Khatun

📍 House no: M-93, West Merul Badda Jame Mosque, Rampura, Dhaka 1212,  
Rampura, Dhaka

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### Career Objective:

I want to join in this organization, where individual as well as synergy oriented team work is inspired and awarded, to help achieve its goals as well as to start and advance my career by being a dynamic and goal oriented ideal working hand.

### Career Summary:

Company Name: Genetic Trading Department: Store Officer and Computer Operator Duties/ Responsibilities 1. Coordinating team brand and communication. 2. Monitor and report on effectiveness of marketing communication. 3. Prepare professional branding plan motivate branding team. 4. Writing and presenting reports to senior management. 5. Organizing various branding and marketing events. 6. Brief and train branding personnel.

### Special Qualification:

1. Like to take challenges 2. Ability to work under pressure 3. Efficient in time management 4. Efficient interpersonal communication skill (both in oral and written) 5. Dependable, Highly Organized, Self - Motivated and Responsible

### Employment History:

**Total Year of Experience:** 0.8 yrs

- Store Officer and Computer Operator (0.7 yrs)**  
(15 April, 2025 - Continuing )  
**Genetic Trading**

### Academic Qualification:

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Science (MSc)	Zoology	National University	3.38 out of 4	2022	1	
Bachelor of Science (BSc)	Zoology	National University	3.18 out of 4	2021	4	
HSC	Science	Satkhira Government Mohila College	3.17 out of 5	2017	2	
SSC	Science	Khajurdanga R.K secondary School	4.11 out of 5	2016		

### Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Digital Marketing		LEAD IT	Bangladesh		2024	3 Months
Graphic Design		Jatio Mohila Songstha, Satkhira	Bangladesh		2024	6 Months

Auto CAD 2D and 3D		Satkhira Traning Center (TTC)	Bangladesh		2019	6 Months
Computer MS Excel, MS Word, MS ACCESS, Power point		Satkhira Traning Center (TTC)	Bangladesh		2019	6 Months
Automobile		Satkhira Traning Center (TTC)	Bangladesh		2018	6 Months
Sewing Machine Operation		Mohila Odhidiptor, Satkhira	Bangladesh		2016	3 Months

### Career and Application Information:

Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin, Data Entry/Operator/BPO

Looking For : Mid Level Job

Present Salary : Tk. 20000

Expected Salary : Tk. 35000

Preferred District : Dhaka, Khulna

### Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• MS Office</li> <li>• Computer Literacy</li> <li>• Accounting Data Entry</li> <li>• Data Entry Supervisor</li> <li>• Creative</li> </ul>	<i>No description provided</i>

### Personal Details:

Date of Birth : 29 December, 1999

Gender : Female

Current Location : House no: M-93, West Merul Badda Jame Mosque, Rampura, Dhaka 1212, Rampura, Dhaka