

## Resume of

# Wajada Binte Gofran

Address: House: 10, Road: 7/A, Block: M, South Banasree, Khilgaon, Dhaka 1219

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## Career Objective

To obtain a teaching position where I can contribute to students' learning and character development through dedication, patience, and responsible guidance. I aim to support the institution's academic standards while maintaining a positive and disciplined learning environment.

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## Teaching Experience

### Private Tutor (Part-time)

Dhaka (2014 to 2021)

Provided private tuition to students from primary to college levels during my student life.

### Responsibilities:

- Taught Bangla, English, Mathematics, and Business Studies
  - Helped students improve academic performance through structured lessons
  - Adjusted teaching methods according to student needs
  - Communicated regularly with parents about progress
  - Maintained a respectful and disciplined study environment
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## Academic Qualifications

Exam Title	Major	Institution	Result	Board/ University	Passing Year
MBA	Management	Eden Mohila College	CGPA 3.03	University of Dhaka	2019
BBA	Management	Eden Mohila College	CGPA 3.20	University of Dhaka	2018
HSC	Business Studies	Dhaka City College	GPA 5.00	Dhaka Board	2014
SSC	Business Studies	Dhanmondi Kamrunnesa Govt. Girls High School	GPA 4.63	Dhaka Board	2012

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## Skills

### Teaching & Soft Skills:

- Clear communication
- Patience and student handling
- Lesson preparation
- Time management

- Problem-solving
- Teamwork
- Ability to maintain discipline respectfully

**Computer Skills:**

- Microsoft Word, Excel, PowerPoint
- Basic graphic design
- Bangla Bijoy & English typing
- Internet browsing and email communication

**Language Skills:**

- **Bangla:** Excellent
  - **English:** Good
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**Personal Information**

- Father's Name: Mohammad Gofran
  - Mother's Name: Taslima Begum
  - Date of Birth: 23<sup>rd</sup> October 1997
  - Religion: Islam
  - Nationality: Bangladeshi
  - Present Address: House- 10, Road- 7/A, Block- M, South Banasree, Khilgaon, Dhaka 1219
  - Permanent Address: Village- Shah Niyamotpur, P.O- Choyani Togba, P.S- Chatkhil, Noakhali
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**Interests**

- Reading
  - Origami & creative crafts
  - Gardening
  - Cooking
  - Traveling
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**References**

Available upon request.