

## Resume of

# Wajada Binte Gofran

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

Phone: +8801644-917501

Email: [wajadagofran@gmail.com](mailto:wajadagofran@gmail.com)

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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
<b>MBA</b>	Management	Eden Mohila College	CGPA 3.03	University of Dhaka	2019
<b>BBA</b>	Management	Eden Mohila College	CGPA 3.20	University of Dhaka	2018
<b>HSC</b>	Business Studies	Dhaka City College	GPA 5.00	Dhaka Board	2014
<b>SSC</b>	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.