



Tahiat Islam Purnota



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Dhaka- 1219

About Me

Quick learner with academic abilities and technical knowledge to succeed in different roles. Ready to expand horizons with additional knowledge and abilities gained from training and experience. Always ready to help others and use abilities to support team goals

Experience

Home Tutor TutionBD, Dhaka 2020-2023

- Assisted students of all skill levels in core subjects.
- Prepared innovative teaching materials.
- Designing and tailoring to varying needs and abilities.
- Enhancing student outcomes.

Student on Duty (SoD) Independent University, Bangladesh 2023

- Utilized research resources, laboratories and workshops in adherence to set guidelines and procedures.
- Provided guidance to support staff and any student assisting with research.

Education

Independent University, Bangladesh

Bachelor of Business
Administration
Finance
2022

South Point School & College

Higher Secondary School Certificate
Science
GPA 5.00
2019

South Point School & College

Secondary School Certificate
Science
GPA 4.86
2017

Languages

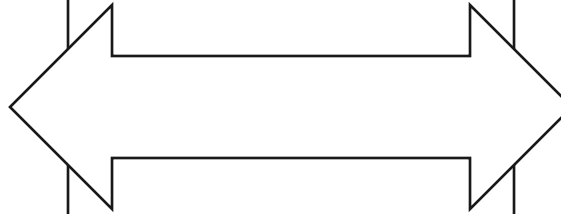
☐ **Fluent on Bengali**

☐ **Fluent on Hindi**

☐ **Fluent on English**
(IELTS overall band
score 7.5 out of 9)

Skills

- **Reception management**
- **Filing system management**
- **Email management**
- **Critical thinking**
- **Effective communication skills**
- **Student records management**



Software:

- **Ms Word**
- **Excel**
- **Powerpoint**
- **Illustrator**

Interests

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graph TD; Interests --> Singing; Interests --> Cooking; Singing --> Photography; Cooking --> Reading; Photography --> Sightseeing; Reading --> Sightseeing;
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Singing

Cooking

Photography

Reading

Sightseeing



Thank You