



# TAHIAT ISLAM PURNOTA

Student on Duty

## 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.



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515/C, Durable Aziz Villa,  
Khilgaon, Dhaka- 1219

## Language

- Bengali
- English (IELTS overall band score 7.5 out of 9)

## Expertise

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

## Experience

### 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. Monitored research activities to complete projects within stipulated timeframes and budget constraints.

### Home Tutor

**TutionBD, Dhaka  
2020-2023**

Assisted students of all skill levels in core subjects, including Maths and English. Prepared innovative teaching materials, designing and tailoring to varying needs and abilities. Designed, planned and taught effective lessons tailored to student needs, enhancing student outcomes.

## 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