Mohammadpur R/A

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Tamanna Taslim A long, thin rectangle to divide sections of the document

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# PROFESSIONAL SUMMARY

Detail-oriented English literature student with strong analytical and communication skills. Proficient in MS Office and experienced in research and creative writing. Seeking roles that require critical thinking and adaptability.

# SKILLS

MS Word, Excel, PowerPoint, Research and Analytical Skills, Strong Written and Verbal Communication, Time Management,Problem-Solving, Adaptability, Teamwork

# EXPERIENCE

## London Grace International School and College , Sylhet*— English Teacher*

January 2023 - June 2023

* Designed and delivered lesson plans aligned with the curriculum to meet educational objectives.
* Organized and participated in extracurricular activities such as cultural events, academic competitions, or field trips.

## Home Tutoring, Sylhet*— Home Tutor*

February 2023 - Present

* Planned and delivered personalized lessons tailored to individual student needs and learning styles.
* Assessed students' progress regularly and adjusted teaching methods to improve outcomes.
* Managed lesson planning and record-keeping for performance tracking.

## YouTube *— YouTuber*

September 2024 - Present

* Conceptualized, scripted, and produced engaging video content tailored to Skincare and Lifestyle.
* Edited videos using software like Adobe Premiere Pro, Final Cut Pro, to ensure high production quality.
* Researched and implemented SEO techniques, including keyword optimization, tags, and video descriptions.
* Managed the end-to-end production cycle, from planning and filming to editing and uploading.

# EDUCATION

## Shahjalal University of Science and Technology, Sylhet*— Undergraduate Degree in English Literature*

February 2020 - Present

HOBBIES AND INTERESTS

Reading, Creative Writing, Volunteering, Skincare

CERTIFICATIONS

* Smart Office Management
* Presenter at 1st International Conference on Politics, Society and Development
* Speaking English

# REFERENCES

Available Upon Request