

CURRICULAM VITAE

JANNATUL FERDOUS

Address:

House No-19/C,
Monipuripara, Tejgaon,
Dhaka-1215

Contact:

Cell: 01951-312301

E-mail: *suvashinidaliya@gmail.com*

Portfolio: *suvashini.netlify.app*



Career Objective

To work in an environment where there is an opportunity of self-assessment and improvement both individual and group based job that frequently faces various critical challenges and service with individual skill.

Academic Qualification

Examination	:	B.Sc in Honors
University	:	University of Dhaka
Institution	:	Govt. Titumir College.
Subject	:	Botany
Year	:	Final year.
Status	:	Running (2013-2014) Session.
Examination	:	Higher Secondary School Certificate (H.S.C.)
Year	:	2013
Result	:	G.P.A. 4.40 (Out of 5)
Group	:	Science
Board	:	Comilla
Institution	:	Kachua Bangabondhu Degree College
Examination	:	Secondary School Certificate (S.S.C.)
Year	:	2011
Result	:	G.P.A. 4.94 (Out of 5)
Group	:	Science
Board	:	Comilla
Institution	:	Kachua Govt. Pilot High School

My Skills

- ✓ **Graphics Design:** Logo, Social Media Design, Bi-fold and Tri-fold Brochure, Flyer and Poster, Business Card, Billboard Design.
- ✓ **Digital Marketing:** Facebook, Instagram, Youtube, Content Writing
- ✓ **Microsoft Office:** Word, Excel, Powerpoint, Access
- ✓ **Additional Skills:** Fast Typing Speed, Self and quick Learner, Troubleshooter

Work Experiences

- 1. Name of institution :** Desh Gallery
Position : Sales Manager
Duration : July 2013 to August 2015
Responsibility : Selling Cosmetics, Stationaries, Dress etc

- 2. Name of institution :** Genex Infosys Ltd
Position : Customer Service Agent (CSA)
Duration : March 2016 to January 2017
Responsibility : Provide promotional information's to the customers

- 3. Name of institution :** Archaid Real Estate
Position : Receptionist
Duration : April 2017 to November 2017
Responsibility : Helping & Giving information to the customers.

- 4. Name of institution :** RMS Water Tank Cleaning Service
Position : Tele-Marketing Executive
Duration : February 2018 to October 2018
Responsibility : Convincing Customers to Clean Tank

- 5. Name of institution :** Golden Harvest
Position : Sales Executive
Duration : January 2019 to February 2019
Responsibility : Selling their products at Dhaka International Trade Fair.

Communication Skills

Bangla : Mother tongue.
English : Have good command over both in writing and speaking.

Extra Curriculum Activities

- ❖ Ex-member of Scout.
- ❖ Champion in Badminton Tournament
- ❖ Poem writing and recitation
- ❖ Drawing and Article Writing.

Personal Information's

Name	: Jannatul Ferdous
Father's Name	: Md. Abul Basher
Mother's Name	: Jahanara Begum
Permanent Address	: Village: Kariya, PO: Kachua, PS: Kachua
District:	: Chandpur
Date of birth	: 28 th October, 1996
Nationality	: Bangladeshi by Birth.
Sex	: Female
Religion	: Islam
Marital status	: Single
Blood group	: AB (+ve)
Height	: 5.00

Reference

Tapas Kumar Chanda
Deputy Commissioner of Taxes, Dhaka.
28th BCS
Cell- 01717684206

Nasir Uddin Bhuiyan
Managing Director
Desh Gallery
Cell- 01711532930

Declaration

I, the undersigned, clarify that, to the best of my knowledge and belief, this CV correctly describes my qualifications and me. I understand that any willful miss statement described herein may lead to my disqualification and dismissal, if employed.

Jannatul Ferdous
Date: