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House 20, Road 5, Sector 5,
Uttara, Dhaka 1230.

CAREER OBJECT

A well-presented, good all-round performer who when given a task, has the ability to work quickly and efficiently without asking too many questions. Farjana has a proactive attitude and a strong work ethic, she is sure to be able to make a real contribution to the day-to-day operations of any business.

She possesses many transferable skills that can be used in a wide section of settings and industries. She is now looking for a suitable intern position with an organization that can offer her a uniquely varied and fascinating working environment.

Farjana Alam

General Information

Name : Farjana Alam
Father's Name : Jahedul Hoque
Mother's Name : Jannatul Ferdous
Date of Birth : 03/11/1996
Nationality : Bangladeshi (By Birth)
Religion : Islam
Sex : Female
Marital Status : Unmarried
Permanent Address : Dakshin Fakirpur, Maijdee, Noakhali.

Educational Attainments

S.S.C Noakhali Govt. Girls School

Department : Business Studies
Year of Passing : 2013
Board/ University : Comilla
Result : 4.75 (Of Scale 5)

H.S.C Noakhali Govt. Girls School

Department : Business Studies
Year of Passing : 2015
Board/ University : Comilla
Result : 3.92 Of Scale 5

B.B.A Daffodil International University

Department : Bachelor of Business Administration
Year of Passing : 2020
Board/ University : UGC
Result : 3.67 Of Scale 4

Key Competencies

Typing



Microsoft Office



Operating Windows



Internet & Email



Selected Achievements



Fluent in Bangla (Native), English & Hindi.



First Aid Certificate.



NVQ Certificate in Office Administration.

Experiences

Work at Ring ID as HR Admin

(February 2020- Running)

Member of DIU Business Club

(2016 – Present)

Works at Dream World Tourism Ltd as HR

(September 2019 –February 2020)

Member of DIU Debate Club

(2016 – Present)

Internship of Exim Bank Ltd.

(May 2019 – August 2019)

Member of DIU Dance Club

(2016 – Present)

Worked as salesgirl in Arong

2018 (3 Month)

Member at Noakhali Cultural Club

(2014 – Present).

Worked as volunteer in DIU Indoor sport

(2016 - 2018)

Hobbies & Interests

I Love travelling, watching movies. Listening music, playing games. I also enjoying doing photography during my leisure time. I love to learn new things and objectives.

References

Md. Mizanur Rahman

Associate Professor
Jagannath University
Phone: 01711163223

Tofazzal Hossain Shakin

Assistant Director
Bangladesh Bank
Phone: 01916762560

(Farjana Alam)

Date: 02/10/2020