

## **FARHANA ISLAM**

24/1, Nolvog Main Road, Beside Rupayan City, Khalpar,  
Uttara, Dhaka, Bangladesh

E-mail: [farhananice5@gmail.com](mailto:farhananice5@gmail.com)

Cell: +8801748 719456, +8801714 518001



### **Career Objectives:**

I want to build up my career in a private sector through a competitive and creative environment. I am highly ambitious to do something different and new which will be helpful for my career as well as my country, nation and society.

### **SKILLS AND DEVELOPMENT:**

- Can work under any pressure
- A quick and correct decision maker
- Have a good tolerance power
- Good idea of fare calculation, reservation, ticketing and other documentation
- Good knowledge of Computer Operating
- Skill in Telephonic Conversation
- Good Knowledge of Teaching
- Strong motivation & commitment
- Ability to work independently as well as in team.
- Endurance to work for long hours & under pressure
- Pleasant personally and good inter personal skills

### **Experiences:**

1. Company/Institution name : **Chaldal.com**  
Designation : **Senior Executive**  
(Price – Analytic & Sourcing/Supply Chain)  
Work Duration : 26 November 2019 to 31 December 2020  
Job Responsibilities :
  - a) Collecting Local Market Price of products by Pricing team members and updating the price in the website page of chaldal.com
  - b) Checking every Quality Officer's activities about market purchase products.
  - c) Checking Payment issues of some products those we purchase from vendors.
  - d) Checking the attendance of the employees
  - f) Sending report to Operation's Director of the Delivery Agent's Performance.
  - g) Product enlistment and banner promotion, Vendor management, sending report on sale, Product Price negotiation, Making Agreement with Vendors.

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|----------------------|---|--|
| Designation          | : | <b>Corporate Service Executive</b>   |
| Work Duration        | : | 1 <sup>st</sup> January 2018 to 25 November 2019   |
| Job Responsibilities | : | <p>a) Maintaining corporate customer's complain, Order and request.</p> <p>b) Participating sessions for better understanding of the products and its update.</p> <p>c) Making products price quotations and negotiations, e-mail reply.</p> |
- 2. Company/Institution name : Orient Allure Lingerie Ltd.**
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|----------------------|---|--|
| Designation          | : | <b>Executive (Welfare &amp; Counseling)</b>  |
| Work Duration        | : | 15 <sup>th</sup> May 2014 to 30 <sup>st</sup> December 2017  |
| Job Responsibilities | : | <p>a) Train the workers about earthquake, fire-fighting, health-care etc.</p> <p>b) Take care about workers facilities.</p> <p>c) Maintain all maternity and accidental registered and various also.</p> |
- 3. Company/Institution name : Eastern University**
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|----------------------|---|---|
| Designation          | : | <b>Front Desk Officer</b>   |
| Work Duration        | : | 12 <sup>th</sup> April 2012 to 30 <sup>th</sup> April 2014  |
| Job Responsibilities | : | <p>a) Giving admission and other information also to the students.</p> <p>b) Telecommunicate with University authority concern regarding various purpose.</p> |

#### **Academic Qualification:**

- ❖ **M.A (English)**
  - Institution : Kushtia Govt. College
  - University : National University
  - Subject : English
  - Result : 2<sup>nd</sup> Class
  - Year : 2012
- ❖ **B.A (Hon's)**
  - Institution : Kushtia Govt. College
  - University : National University
  - Subject : English
  - Result : 2<sup>nd</sup> Class
  - Year : 2011
- ❖ **HSC (Higher Secondary Certificate)**
  - Institution : Kushtia Govt. College
  - Board : Jessore
  - Group : Science
  - Result : 4.10
  - Year : 2006

❖ **S.S.C (Secondary School Certificate)**

- Institution : Kushtia Govt. Girls High School
- Board : Jessore
- Group : Science
- Result : 4.50
- Year : 2004

**Computer Abilities:**

- Operating System : Windows XP, Vista, Windows 7, Windows 8, Windows 10 etc
- Applications : MS Word, MS Excel, MS Power Point, Internet Browsing etc.

**Hobbies &Interests:**

- Reading News Paper
- Singer (Sings Song)
- Learning Computer
- Travelling
- Organizing Events

**Language Proficiency:**

- Well capable of communication with people in Bengali.
- Have good communication skill in English.

**Personal Details:**

Name	:	Farhana Islam
Father's Name	:	Md. Nazrul Islam
Mother's Name	:	Ferdousi Islam
Permanent Address	:	36/3, Baganbari, 4th floor east side, M.A Rohim (PTI) Road, P.O+P.S &Dist: Kushtia.
Date of Birth	:	15/12/1989
Religion	:	Islam
Nationality	:	Bangladeshi
Marital Status	:	Married
Sex	:	Female
Blood Group	:	B+
National ID Card No.	:	865 190 9635

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**Farhana Islam**