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**RESUME OF**

**FARZANA HOSSAIN**

Cell Phone: **+880170-6315349, 01918100165**

**E-mail:** [***farzana09hossain@gmail.com***](mailto:farzana09hossain@gmail.com)

***Career Objective:***

To pursue a professionally satisfying growth and challenging career. Seeking a quality environment where my knowledge can be shared and enriched for the growth of welfare organization and self.

***Job Experience:***

**Ha-Meem Group**

Tangi Zone ,Creative Collection Limited-2.

Head Office : 387.Tezgaon Industrial Area,Dhaka-1208

**Designation** –Officer-Welfare

**Duration:** 6 October 2018 to Continue.

**Dhaka Ahsania Mission**

KNH-Ahsania Center for Destitute Women & children.

266/1, South Paikpara, mirpur, Dhaka, Bangladesh.

**Designation**:– Social Worker **(KACACDW)**

**Duration: 1st** December 2017 to 30 September 2018

**Travel link Bangladesh Ltd.**

41, Lake Circus Kalabagan, Dhaka. (2nd Floor)

**Designation** –Executive (Telesales)

**Duration:** 2 May 2016 to 31 December 2017

**Chaldal.com**

Uttara, Sector-6, Road#1, 1230 Dhaka, Bangladesh

**Designation:** –Executive (Telesales)

**Duration:** 6 Aprill 2015 – 30 May 2015

**Bureau Veritas (BIVAC) Bangladesh Ltd.**

84, Kazi Nazrul Islam Avenue, Farmgate, Dhaka-1215, Bangladesh

**Designation :–**Executive, Administration Department.

**Duration:**1st January, 2007 – 31December, 2009.

***Academic Background:***

* ***Master’s Degree:***

Name of the Institute : Eden Mahila College.

University : National University

Subject : Philosophy.

Course Duration : 1 year.

Result : 2nd Class

Passing year : 2007.

* ***Bachelor of Arts***

Name of the Institute : Eden Mahila College.

University : National University

Subject : Philosophy.

Course Duration : Three Years

Result : 2nd Class

Passing year : 2005

* ***Higher Secondary Certificate (H.S.C)***

Name of the Institute : Jessore Cantonment College, Jessore.

Name of the Board : Jessore.

Area of Concentration : Humanities

Result : 2ndDivision

Passing year : 2000

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

Name of the Institute : M. M. Hossain Girls’ High School, Kushtia.

Name of the Board : Jessore.

Area of Concentration : Humanities

Result : 2ndDivision

Passing year : 1998

***Language:***

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Reading | Writing | Speaking |
| Bangla | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Good |
|  | | | |

***Computer Proficiencies and Skills:***

* Packaging Software : MS Word, Ms Excel, Power Point& Access.
* Internet : Internet & Email Browsing
* Typing : Bangla & English.

***Special Skills:***

* Have the ability to work independently.
* Can work with people of all level.
* Have ability to do work under pressure any circumstances.
* Ability to prepare any types of Report work.
* Good at communication.

***Hobbies:***

* + Reading Novels, Traveling and Sharing, watchingCricket match movies, &

gardening.

***Personal Information:***

Full Name : **Farzana Hossain**

Father’s Name : Faruq Hossain.

Mother’s Name : Mrs. Selina Pervin.

Present Address : B/13,Grand Floor,Block-E,Zakir Hossain

Road,Mohammadpur,Dhaka.

Permanent Address : B/13, Grand Floor,Block-E,Zakir Hossain

Road,Mohammadpur,Dhaka.

Date of Birth : 21 March,1982

Nationality : Bangladeshi

National Id No. : 2808814111

Religion : Islam

Marital Status : Married

Gender : Female

Blood Group : O+ (ve)

***Reference:***

**1.**

Md Kamal Hossain

Manager

HR & Administration Department.

84, Kazi Nazrul Islam Avenue, Farmgate, Dhaka-1215, Bangladesh

Tel- 9112183

E-mail : bivac [.dhaka@bd.bureauveritas.com](mailto:.dhaka@bd.bureauveritas.com)

2.

Ahmed Imtiez Sabbir

Producer & Presenter

Radio Bhumi 92.8 FM

Contact no: 01680429231

***Declaration:***

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

