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| |  |  |  | | --- | --- | --- | | **MST. TAZNUVA TAMANNA MITU** | |  | | --- | |  | | | Address: House # 1140, Nurerchala, Vatara, Dhaka  Mobile No 1: 01862525285  e-mail : tamannamitu850@gmail.com | |

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| **Career Objective:** |
| To pursue a chachallenging carrier in reputed national or multinatioal organization that will best utilize skill on managenment & according to enjoy a job with intergrity dedication a strong sense of responsibility, efficiency & willingness to learn. |

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| **Career Summary:** |
| I worked for 2 reputed companies and earned enough knowledge in the field of your given post.  Competent at managing responsibilities in a high volume of atmosphere.  Advanced knowledge on Computer operation. |

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| **Special Qualification:** |
| I am working systematically and have a good leadership & organization skill. Excellent communication and presentation skill. Ability to grow up people and to work all type of personalities. |

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| **Employment History:** | |
| **Total Year of Experience :** 4.2 Year(s) | |
| 1. | **HR Officer ( July 8, 2017 - August 13, 2020)** |
|  | **obokash.com**  Company Location : Road No. 1/A, Block - J, Baridhara, Dhaka  Department: HR  ***Duties/Responsibilities:***  Maintain Attendance, employee recruitment, managing performance reviews, retaining workers, and handling individual and organizational development and succession planning.  Reservation and booking Hotels, tour planning, dealing with client. |
| 2. | **Customer care officer ( February 7, 2016 - March 4, 2017)** |
|  | **Robi Axiatia Ltd.**  Company Location : Lilimor, Paharpur road, Dinajpur  Department: Customer service  ***Duties/Responsibilities:***  Providing customer services Service according to customer demand |

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| **Academic Qualification:** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** | | Bachelor of Arts (BA) | Sociology | Dinajpur Govt. College | CGPA:2.85 out of 4 | 2018 | 4 | | HSC | Arts | Setab Ganj Degree College | CGPA:4.6 out of 5 | 2012 | 2 | | SSC | Arts | Setabganj Pilot High School | CGPA:4.5 out of 5 | 2010 | 2 | |
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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Mid Level Job | | Available For | : | Full Time | | Present Salary | : | Tk. 20,000 | | Expected Salary | : | Tk. 25,000 | | Preferred Job Category | : | General Management/Admin, HR/Org. Development, Hospitality/ Travel/ Tourism | | Preferred District | : | Dhaka, Dinajpur, Rangpur, Chattogram, | | Preferred Organization Types | : | Govt./ Semi Govt. Multinational Companies, Group of Companies | |

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| **Specialization:** |
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| **Extra-Curricular Activities:** |
| Microsoft Excel, Microsoft Word, Power Point Presentation, Browsing. |

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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | MD. Badiuzzaman | | Mother's Name | : | MST. Rezina Begum | | Date of Birth | : | November 25, 1994 | | Gender | : | Female | | Marital Status | : | Unmarried | | Nationality | : | Bangladeshi | | National Id No. | : | 6001475166 | | Religion | : | Islam | | Permanent Address | : | Murshidhat, Goruhati, Bochaganj, Dinajpur | | Current Location | : | Dhaka | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | | Name | : | Md Mahbubul Alam |  | | Organization | : | One Bank |  | | Designation | : | Sub Manager |  | | Address | : | Rabu Tower, Baragala, Bogra. |  | | Phone (Off.) | : | 05169850 |  | | Phone (Res.) | : | +8801718898968 |  | | Mobile | : | +8801716332718 |  | | E-Mail | : | mahbub.alam327@gmail.com |  | | Relation | : | Relative |  | |  |  |  | | |