



Taslima Khan Usha

Date of birth: 17/11/2002 **Nationality:** Bangladeshi **Gender:** Female

Phone number: (+880) 13262430440 **Mobile:** | **Email address:**

taslimausha@gmail.com

Address: 329/8, East Kazipara, Mirpur, Dhaka- 1216, Bangladesh (Home)

ABOUT ME

With a background as both a teacher and an office executive, I bring a diverse skill set and a passion for learning to my professional journey. Having excelled in these roles, I am now eagerly seeking new career opportunities that will allow me to expand my horizons and gain diverse experiences. I am driven, adaptable, and committed to personal and professional growth. I am excited to leverage my previous experiences and embark on a new and fulfilling chapter in my career.

WORK EXPERIENCE

05/01/2023 Bangladesh

OFFICE EXECUTIVE TEC SOLUTION IT LTD.

Perform data entry tasks accurately and efficiently.

Analyze data sets and generate meaningful insights for decision-making purposes.

1. Attend meetings and take detailed notes, ensuring all key points and action items are documented.
2. Coordinate with the boss and provide necessary support in managing their schedule, arranging appointments, and handling correspondence.
3. Assist in preparing reports, presentations, and other documentation as required.
4. Maintain and update databases, ensuring data integrity and confidentiality.
5. Handle incoming and outgoing communication, including phone calls, emails, and other correspondence.
6. Coordinate and manage office supplies, equipment, and facilities, ensuring smooth operations.
7. Assist in organizing company events, conferences, and workshops.
8. Support the HR department with various administrative tasks, such as employee onboarding, maintaining employee records, and organizing training sessions.
9. Collaborate with cross-functional teams and departments to ensure effective communication and coordination.
10. Maintain a professional and welcoming office environment, greeting visitors and providing necessary assistance.
11. Adhere to company policies, procedures, and guidelines, ensuring compliance at all times.
12. Stay updated with industry trends, technological advancements, and best practices relevant to the job role.
13. Continuously seek opportunities for process improvement and implement streamlined approaches where applicable.

02/08/2021 – 26/08/2022 Bangladesh

TEACHER BHASANCHAR BBCMF PRIMARY SCHOOL

1. Assist the lead teacher in planning and implementing daily lesson plans and educational activities for students.
2. Support the lead teacher in creating a positive and engaging learning environment for students.
3. Help in preparing instructional materials, including worksheets, visual aids, and teaching resources.

4. Assist students with their academic work, providing guidance and support as needed.
5. Monitor students' progress and provide feedback to the lead teacher for evaluation and assessment purposes.
6. Help maintain classroom discipline and ensure a safe and conducive learning environment.
7. Assist in organizing and supervising classroom activities, such as group work, projects, and field trips.
8. Assist with the management and organization of classroom materials, including books, supplies, and equipment.
9. Collaborate with other teachers and staff members to coordinate and integrate lessons and activities.
10. Support students with special needs, providing extra attention and assistance as required.
11. Assist in communicating with parents/guardians, providing updates on students' progress and addressing any concerns.
12. Supervise students during recess, lunch breaks, and other non-academic activities.
13. Assist in the implementation of school policies and procedures, ensuring compliance and promoting a positive school culture.
14. Attend staff meetings, workshops, and professional development sessions to enhance teaching skills and knowledge.
15. Maintain accurate records of attendance, grades, and student performance.

ACHIVEMENTS

1. Runner up of **Global Youth Leadership Award 2023** from **GLOBAL YOUTH PARLIAMENT**.
2. Runner up of **Asian Youth Leaders Summit and Award 2023** from **SCHOLASTIC FOUNDATION**.
3. Runner up of **ENGLISH OLYMPIAD 2019**.
4. Completed Leadership Course from **Aspire Institute** founded at **Harvard University**.

2021 – CURRENT Bangladesh

BACHELOR OF BUSINESS ADMINISTRATION (MARKETING) National University

2018 – 2019 Bangladesh

HIGHER SECONDARY CERTIFICATE Government Bangla College

2016 – 2017 Bangladesh

- **SECONDARY SCHOOL CERTIFICATE** Boarder Guard Public School
-

LANGUAGE SKILLS

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
● ENGLISH	C1	C1	B2	B2	B2
BENGALI	C2	C2	C2	C1	C1
HINDI	B2	A1	B1	B1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

EDUCATION AND TRAINING

Microsoft Excel| Microsoft Powerpoint | Google Drive | Microsoft Word **ADDITIONAL**

- **INFORMATION**
-

REFERENCES

Atef Ashab Uddin Sahil

Financial Advisor
MP Aslamul Hoque
+8801671093871

Lieutenant Colonel Syed Nazmur Rahman

Project Director
Epassport & Automatic Border Control Mangement
+8801618563514

DECLARATION

—

I hereby affirm that all the information provided above is accurate and true to the best of my knowledge. I understand that any misrepresentation or falsification of information may result in the termination of my employment or consideration for any position. I take full responsibility for the authenticity of the details provided and am committed to upholding the highest standards of professionalism and integrity.

