

RESUME OF TASFIYA JANNAT

Mailing Address:

Ariora, Durgapur,
Comilla Adarsha
Sadar, Cumilla-3500
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Career Objective:

Willingly to develop my career where I can make meaningful contribution continuously with Security, Honesty and Dedication. With my challenging opportunity, I will try to help the organization to achieve its vision and to help the society towards the development

Academic Background:

Indeed Willingly to develop my career where I can make meaningful contribution continuously with Security, Honesty and Dedication. With my challenging opportunity, I will try to help the organization to achieve its vision and to help the society towards the development indeed.

Bachelor of Social Science (BSS)

Institution : Comilla Government Collage
Board : Comilla
Year : 1st year Running

Higher Secondary Certificate (HSC)

Institution : Alakjan Memorial School & College
Board : Comilla
Group : Business Studies
Passing Year : 2020
Result : GPA 3.08 out of 5.00

Secondary School Certificate (SSC)

Institution : Achiya Goni Girl's High School
Board : Comilla
Group : Business Studies
Passing Year : 2017
Result : GPA 3.32 out of 5.00

Personal Skill:

- Sincere, hardworking and friendly.
- Able to work under pressure. □ Enjoy challenging works, Professional attitude.

Language Skill:

- Good Communication skill both in English & Bengali.
- Ability of quantitative analysis with excellent writing and spoken skills.
- Ability of quantitative with good reading and listening.

Interests:

- Reading books, Journey to new places, Social activities.

Computer Skill:

Office Management Course

- MS - Word, Excel, Internet Browsing, Mail massaging.

Personal Details:

Name	:	Tasfiya Jannat
Father's Name	:	Tazul Islam
Mother's Name	:	Hosnera Begum
Date of Birth	:	24 th December, 2000
Permanent Address	:	Vill : Ariora, P.O: Durgapur, P.S : Kotoali, Dist: Comilla
Gender	:	Female
Marital Status	:	Married
Religion	:	Islam
Nationality	:	Bangladeshi (By birth)
Blood Group	:	B (+ve)

Job Experience:

- One year six month working experience as a Receptionist cum Account Management at Comilla Hormone CT Scan Center.
- 1 Years working experience as a Sales Executive cum HR at MSPN Private Ltd.
- Eight months working experience as a BP at Abul Khair Milk Powder Products Ltd.

Declaration:

I hereby declare that, all the information presented here are true to my knowledge. If repaired and where applicable, that document can be supported by appropriate authentic certificate paper.



(Tasfiya Jannat)