



SHIKHA MONI



01333079364



monishikha68@gmail.com



Post: Barakhata, Hatibandha,
Lalmonirhat

LANGUAGE

- English
- Bangla

TRAINING

COMPUTER FUNDAMENTAL
AND OFFICE IAPPLICATION

Duration: 3 month (60 Hours)

Institute: EDGE

HOBY

- Social work
- Travelling
- Poem Writing

CAREER OBJECTIVE

To obtain a better position with opportunities to utilize my Practical SEO, branding & marketing and technical knowledge and experiences, skill, talent, creativity, sincerity for the better achievement of the organization.

PROFESSIONAL EXPERIENCE

1. Content Developer: (January 01: 2019 - To be continuing)

Description:

- Creating content on Microsoft Excel.
- Crating content on Microsoft Word.
- Crating content on Microsoft PowerPoint.

Department: Branding and Marketing

Duties/Responsibilities:

- Coordinating team brand and communication.
- Monitor and report on effectiveness of marketing communications.
- Prepare professional branding plan and motivate branding team.
- Writing and presenting reports to senior management.

EDUCATIONAL QUALIFICATION

Higher Secondary Certificate (HSC)

Board : Dinajpur
Passing Year : 2020
Result : GPA 4.67 Out of 5.00

Secondary School Certificate (SSC)

Board : Dinajpur
Passing Year : 2018
Result : GPA 4.50 Out of 5.00

SKILL ENHANCEMENT TRAINING

Training Title : YouTube SEO
Duration : 1 Month
Time period : 14th April-2019 to 25th May-2019
Institution : RIT

Personal Information:

Father's Name : Aminur Rahman
Mother's Name : Mini Begum
Date of Birth : 10/09/2002
Gender : Female
Marital Status : Unmarried
Religion : Islam
Nationality : Bangladeshi (By Birth)
Permanent Address : Village : Purbo Fokirpara
Post Office : Barakhata (5530)
Police Station : Hatibandha
District : Lalmonirhat

Certification

I verify that all information stated in this resume is true and complete to the best of my knowledge.

Signature

Shikha Moni

Date: