

## TITHI FLORENCE D'COSTA

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<b>CAREER OBJECTIVE</b>	To build career in an international organization where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal through continuous learning and commitment.		
<b>EDUCATION</b>	<b>Heriot Watt University</b> <i>BBA (Bachelor of Business Administration), June 2015</i>		Result: 1st Class
	<b>Scottish Qualification Authority</b> <i>Higher Diploma in Accounting, February 2013</i>		
	<b>Dhaka City College</b> <i>Higher Secondary Certificate (HSC), 2006</i>		G.P.A- 4.63 out of 5
	<b>Holy Cross Girls' High School</b> <i>Secondary School Certificate (SSC), 2004</i>		G.P.A- 4.63 out of 5
<b>EXPERIENCE</b>	<b>Retail operative</b> 04/2010- 09/2011	Primark Store Ltd. 499-517 Oxford St, London W1K 7DA, UK	
	<b>Skill Achieved:</b> Customer service, Stock Management, Team work, Task Allocation, Supervision, Records Management, Cash Handling, Transaction Process, Write weekly Report.		
<b>SKILLS</b>	<b>General Secretary</b> 01/2007- 12/2009	St. Merry's Youth Organization Ramna Church, Dhaka	
	<b>Responsibilities:</b> Writing minutes and agendas, issuing letter for committee members, organizing educational and cultural programs, arranging monthly meeting, email handling, editorial job for yearly publication, maintaining files for official correspondence.		
<b>PERSONAL PROFILE</b>	<b>Technical skills:</b> Microsoft word, Microsoft Excel, Power point, Email handling, report writing.		
	<b>Personal Skills:</b> High level of concentration, Accurate keyboard skills, sound judgment, honesty, integrity, professional appearance, strong numerical skill.		
	<b>Language Skills:</b> English (good at writing and speaking). IELTS SCORE: 6		
<b>INTERESTS</b>	<b>Father's Name::</b> Peter B. D'costa		
	<b>Date of Birth:</b> 3rd August 1987		
	<b>Marital Status:</b> Married		
<b>REFERENCES</b>	Watching movie and documentary, Internet Browsing.		
<b>REFERENCES</b>	References are available upon request.		