

TITHI FLORENCE D'COSTA

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CAREER OBJECTIVE	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.		
EDUCATION	Heriot Watt University(UK)	<i>BBA (Bachelor of Business Administration), June 2015</i>	Result: 1st Class
	Scottish Qualification Authority(UK)	<i>Higher Diploma in Accounting, February 2013</i>	
	Dhaka City College	<i>Higher Secondary Certificate (HSC), 2006</i>	G.P.A- 4.5 out of 5
	Holy Cross Girls' High School	<i>Secondary School Certificate (SSC), 2004</i>	G.P.A- 4.63 out of 5
EXPERIENCE	Retail operative	04/2010- 09/2011	Primark Store Ltd. 499-517 Oxford St, London W1K 7DA, UK
	Skill Achieved: Customer service, Stock Management, Team work, Task Allocation, Supervision, Records Management, Cash Handling, Transaction Process, Write weekly Report.		
	General Secretary	01/2007- 12/2009	St. Merry's Youth Organization Ramna Church, Dhaka
	Responsibilities: 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.		
SKILLS	Technical skills: Microsoft word, Microsoft Excel, Power point, Email handling, report writing.		
	Personal Skills: High level of concentration, Accurate keyboard skills, sound judgment, honesty, integrity, professional appearance, strong numerical skill.		
	Language Skills: English (good at writing and speaking). IELTS SCORE: 6		
PERSONAL PROFILE	Father's Name:: Peter B. D'costa		
	Date of Birth: 3rd August 1987		
	Marital Status: Married		
INTERESTS	Watching movie and documentary, Internet Browsing.		
REFERENCES	References are available upon request.		