

TITHI FLORENCE D'COSTA

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CAREER OBJECTIVE	To build career in an 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 <i>BBA (Bachelor of Business Administration)</i> , June 2015	Result: 1st Class
	Scottish Qualification Authority <i>Higher Diploma in Accounting</i> , February 2013	
	Dhaka City College <i>Higher Secondary Certificate (HSC)</i> , 2006	G.P.A- 4.63 out of 5
	Holy Cross Girls' High School <i>Secondary School Certificate (SSC)</i> , 2004	G.P.A- 4.63 out of 5
EXPERIENCE	Retail operative 04/2010- 09/2011 Skill Achieved: Customer service, Stock Management, Team work, Task Allocation, Supervision, Records Management, Cash Handling, Transaction Process, Write weekly Report.	Primark Store Ltd. 499-517 Oxford St, London W1K 7DA, UK
	Secretary: Working as a secretary of St. Merry's Youth Organization, Ramna Church, Dhaka.	
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.	