

## TITHI FLORENCE D'COSTA

84/2 Kakrail, Ramna, Dhaka-1000  
Contacts: 01914296808, 0088029357638  
Email: tfd.dcosta@gmail.com

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<b>CAREER OBJECTIVE</b>	To build my career in a teaching profession, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment. I would like utilize my lively and energetic attitude in teaching students with great enthusiasm. I would also like to offer quality education to students.		
<b>EDUCATION</b>	<b>Heriot Watt University(UK)</b>		
	<i>BBA (Bachelor of Business Administration)</i> , June 2015		Result: 1st Class
	<b>Scottish Qualification Authority(UK)</b>		
	<i>Higher Diploma in Accounting</i> , February 2013		
	<b>Dhaka City College</b>		
	<i>Higher Secondary Certificate (HSC)</i> , 2006		G.P.A: 4.5 out of 5
	<b>Holy Cross Girls' High School</b>		
	<i>Secondary School Certificate (SSC)</i> , 2004		G.P.A: 4.63 out of 5
<b>EXPERIENCE</b>	<b>Retail operative</b>		Primark Store Ltd.
	04/2010- 09/2011	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>General Secretary</b>		St. Merry's Youth Organization
	01/2007- 12/2009		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>House Teacher:</b> Teaching experience class KG to class 8 as private tutor both english and bangla medium more than 5 years.		
<b>SKILLS</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>PERSONAL PROFILE</b>	<b>Father's Name::</b> Peter B. D'costa		
	<b>Date of Birth:</b> 3rd August 1987		
	<b>Marital Status:</b> Married		
<b>INTERESTS</b>	Watching movie and documentary, Internet Browsing, reading novel.		
<b>REFERENCES</b>	References are available upon request.		