

TITHI FLORENCE D'COSTA

84/2 Kakrail, Ramna, Dhaka-1000

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CAREER OBJECTIVE	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.		
EDUCATION	Heriot Watt University(UK)		
	<i>BBA (Bachelor of Business Administration)</i> , June 2015		Result: 1st Class
	Scottish Qualification Authority(UK)		
	<i>Higher Diploma in Accounting</i> , February 2013		
	Dhaka City College		
	<i>Higher Secondary Certificate (HSC)</i> , 2006		G.P.A: 4.5 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		Primark Store Ltd.
	04/2010- 09/2011	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		St. Merry's Youth Organization
	01/2007- 12/2009		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.		
	House Teacher: Teaching experience class KG to class 8 as private tutor both english and bangla medium more than 5 years.		
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, reading novel.		
REFERENCES	References are available upon request.		