

TITHI FLORENCE D'COSTA

84/2 Kakrail, Ramna, Dhaka-1000
Mobile: 01914296808
Email: dcosta.florence@yahoo.com



CAREER OBJECTIVE	To build career in a growing organization. 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.		
EDUCATION	Heriot Watt University <i>BBA (Bachelor of Business Administration), June 2015</i>		Result: 1st Class
	Scottish Qualification Authority <i>Higher Diploma in Accounting, February 2013</i>		
	Dhaka City College <i>Higher Secondary Certificate (HSC), 2006</i>		G.P.A- 4.63 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 2010-2012	PRIMARK Oxford street, London	
	Skill Achieved: customer service, problem solving, Team work, Task Allocation, Supervision, Records Management, Cash Handling, Transaction Process, Building a report.		
	House Teacher: Teaching experience class KG to class 8 as private tutor both english and bangla medium.		
	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.		