

TITHI FLORENCE D'COSTA

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| CAREER OBJECTIVE | As an entry level banking professional my aim is to work with best and renowned bank in our country. I would also like to learn to manage various department of the bank like cash management, foreign trade management etc. with hard work and sincerity. As a beginner in the field of banking I would be required to do perform the job efficiently. | | |
| 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 | | |
| EDUCATION | 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 |
| EXPERIENCE | 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. | | |
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| 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. | | |