

Curriculum Vitae

Ms. Farhana Khanom Joly

Jalalabad

Amborkhana, Sylhet.

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CAREER OBJECTIVE

Looking forward to join your company and positively contribute to corporate and departmental objectives applying my acquired experience and knowledge with focused concentration to achieve departmental goal.

EDUCATIONAL PURSUITS

Institution	Degree	Result	Passing Year
Metropolitan University Sylhet	M.A in English	Ongoing	2019
Metropolitan University Sylhet	B.A (Hons.) in English	CGPA 3.53on 4.00 Scale	2018
Biswanath Degree College	H.S.C	GPA 5.00 on 5.00 Scale	2012
Singerkach High Public School, Biswanath.	S.S.C	GPA 4.88 on 5.00 Scale	2010

WORK EXPERIENCE

- **Front Desk Executive:** Worked as Front Desk Executive at **City Hostel Office**, Al-Hamra, Level #6, Sylhet.
April 2018 to May 2018
- **Customer Relationship Officer:** Working as Customer Relationship Officer at **Nevigant**, Visa Consultancy Company.
August 2018 to March 2019

LANGUAGE PROFICIENCY

- **English:** Having good command on Reading, Writing, Speaking and Listening Skills
- **Bengali:** Native Language

PROFESSIONAL SKILL

- Excellent Writing and Verbal Skill.
- Operate Office Applications
- Effective Communication Ability.
- Knowledge on Handling Situation.
- Strong Presentation Abilities.

EXTRA CURRICULUM ACTIVITIES

- Attended a British Council Test on “Twenty Thousand Leagues Under the Sea” in 2014.
- Joined SUST Inter Divisional Debate in 2015 from Metropolitan University.
- Remained Class Representative for a year in University.

PERSONAL QUALITIES

- Passionate
- Energetic
- Responsible
- Self-learner
- Hardworking

PERSONAL DETAILS

Full Name : Ms. Farhana Khanom Joly
Father's Name : Md. Koramot Khan
Mother's Name : Anwara Begum
Gender : Female
Nationality : Bangladeshi
Religion : Islam
Marital Status : Unmarried
Blood Group : O Positive
Permanent Address : Vill + P.O.: Singerkach
P.S: Biswanath
District: Sylhet.

INTERESTS

- Travelling
- Reading
- Music
- Watching Movies

REFERENCES

Anik Biswas

Assistant Professor & Head

Department of English

Metropolitan University, Sylhet.

Mobile: **01717555391**

E-mail: **anik@metrouni.edu.bd**

"I CERTIFY THAT ALL INFORMATION STATED HERE IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORISE YOUR ORGANISATION TO VERIFY THE INFORMATION PROVIDED IN THIS CV."

Thank you, for your review and consideration of my qualifications.