

Curriculum Vitae

Ms. Farhana Khanom Joly

Jollarpar

Zindabazar, Sylhet.

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CAREER OBJECTIVE

Looking forward to join Your Company as **Virtual Assistant** 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	B.A. (Hons.) in English (Final Semester)	CGPA 3.54 on 4.00 Scale	On Going.
Biswanath Degree College	H.S.C (Science)	GPA 5.00 on 5.00 Scale	2012
Singerkach High School, Biswanath.	S.S.C	GPA 4.88 on 5.00 Scale	2010

LANGUAGE PROFICIENCY

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

PROFESSIONAL SKILL

- Excellent Writing and Verbal skill.
- 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. Karamot Khan
Mother's Name	:	Mrs. Anwara Begum
Date of Birth	:	05/02/1994
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
- Listening Music
- Watching Movies

REFERENCES

Anik Biswas

Assistant Professor & Head

Dept. of English

Metropolitan University, Sylhet.

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

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