

# Curriculum vitae Of **JANNATUL FERDOUS MONY**

Address: 24-Nurani, Subidbazar, P.O. & Dist. Sylhet.

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## Career Objective:

To provide myself as quick learner & highly energetic person to face any challenge in any field & to serve in a responsible administrative position at a well-structured organization & successfully apply acquired managerial & interpersonal skills to enhance organizational efficiencies.

## Educational Qualification:

### ❖ Higher Secondary Certificate (HSC):

Institution : Omorgony M.E.S College, Chittagong  
Group : Business Studies  
Result : 3.60  
Passing Year : 2007  
Board : Chittagong

### ❖ Secondary School Certificate (SSC):

Institution : Aporna Charan Girls School, Chittagong  
Group : Business Studies  
Result : 3.69  
Passing Year : 2005  
Board : Chittagong

## Computer Literacy:

Application Package : MS Word, MS Excel, MS Power Point & Internet Browsing.

## Language Proficiency:

Bangla : Fluency in speaking, reading and writing.  
English : Fluency in speaking, reading and writing.

## Interests & Hobbies:

Listening music, Watching movies, Reading books & Traveling.  
Always seeking for a challenge.

## Job Experience:

**Company Name** : GMG Airlines  
**Position** : Cabin Crew  
**Duration** : 2 Years  
**Company Location** : Dhaka, Bangladesh  
**Department** : Cabin Service

### Duties/Responsibilities:

1. To attend the flight (both domestic & International).
2. To serve all the passengers on board and ensure their safety.
3. Always prepare to face any kind of emergency situation.

**Company Name** : Crystal Call  
**Position** : Call Center Executive  
**Duration** : 6 Months  
**Company Location** : Dhaka, Bangladesh  
**Department** : Outsourcing & Advertising.

### Duties/Responsibilities:

1. Making calls to the clients for advertisement.
2. To keep all the official records up to date.

## Personal Information:

**Name** : Jannatul Ferdous Mony  
**Father's Name** : Abdul Halim Miah  
**Mother's Name** : Ashia Parvin Shima  
**Permanent Address** : 24-Nurani, Subidbazar, P.O. & Dist. Sylhet.  
**Present Address** : 24-Nurani, Subidbazar, P.O. & Dist. Sylhet.  
**Date of Birth** : 25/02/1991  
**Nationality** : Bangladeshi  
**Religion** : Islam  
**Marital Status** : Married  
**Blood Group** : A+(ve)  
**Passport No.** : BJ 0836339

## Declaration:

I am **Jannatul Ferdous Mony** declare that, to the best of my knowledge and belief, this curriculum vitae correctly describe me. Understand that any willful misstatement herein may lead to my disqualification or dismissed after employed.

Signature



(Jannatul Ferdous Mony)