



FARJANA AKTHER EMU



CONTACT

Shurma 97, Noyabazar,
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Bangladesh



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OBJECTIVE

I am seeking employment with a company where I can use my talents and skills to grow and expand the company, Also my aim to work in an environment with strong responsibilities and where job satisfaction & career development will be provided.



IT SKILL

- Adobe Illustrator
- Adobe Photoshop
- Adobe Lightroom
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- PSD Design
- Web Development (front end)
- Typing (EN 40wpm, BN 40wpm)



TRAINING

- Customer Service
- HTML, CSS
- PSD Design
- Teaching Language
- Sylhety Nagri
- IELTS



LANGUAGE SKILL

- Bangla Native Speakers
- English Advance Speakers



PERSONAL SKILL

- Advising people
- Building new business
- Comparing results
- Maintaining files
- Quick learner
- Serving
- Motivating others
- Supporting others
- Confident
- Teamwork skill
- Product promotion
- Organizing files
- Multi-tasking
- Ability to work under pressure
- Maintaining schedules
- Writing letters, papers, proposal
- Planning organizational needs



WORK EXPERIENCE

Destiny Associates (Pvt.) Ltd.

An American Owned IT Company

APR 17 - Present

H-43, R-2, B-E, Shahjalal, Uposhohor, Sylhet

Phone : 0821-719223 Mob : 01789 596 393

web : www.destinyassoc.com email : info@destinyassoc.com

Assistant IT Staff

- Do basic image manipulation using GIMP and Photoshop
- Do web page maintenance
- Do other work as required by other divisions of Destiny Associates
- Meet with clients or the art director to determine the scope of a project
- Advise clients on strategies to reach a particular audience
- Determine the message the design should portray
- Create images that identify a product or convey a message
- Develop graphics for product illustrations, logos, and websites
- Select colors, images, text style, and layout
- Present the design to clients or the art director
- Incorporate changes recommended by the clients into the final design
- Review designs for errors before printing or publishing them

American Language Institute

MAR 16 – APR 17

A Training division of Destiny associates Pvt Ltd.

H-43, R-2, B-E, Shahjalal, Uposhohor, Sylhet

Phone : 0821-719223 Mob : 01789 596 393, 01790 116 126

web : www.ali.com.bd email : info@ali.com.bd

Assistant Admin Staff

- Type English, Bengali, Syloti Nagri
- Transcribe Syloti or Bengali and translate into English
- Teach all phases of Syloti language
- Manage all aspects of English classes, Manage CALL center as needed
- Assist the foreign language-facilitator as necessary
- Teach CALL students how to use Rosette Stone Software effectively
- Handle aspects of advertising and promotions
- Enroll and manage students and handle customer services
- Train new staff regarding all aspects of DLC
- Performed general office duties
- Managed the internal and external mail functions.
- Performs a variety of Internet research functions
- Use word processing, spreadsheet
- Receive and direct visitors and clients
- General clerical duties including photocopying, mailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data



EDUCATION

S.S.C (Secondary School Certificate)

2013

Ramkrishna Girls High School

Obtained the S.S.C with GPA 3.13

H.S.C (Higher School Certificate)

2015

Classic International School and College

Obtained the H.S.C with GPA 3.92

Hons Economics

Present

South Surma Degree College



PERSONALITY

- 36 % Introvert
- 64 % Extrovert



INTERESTS

- Listening The Holly Quran
- Reading Tafsir
- Designing



REFERENCES

- **Dr Steven B Plettner**
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Destiny Associates (Pvt.) Ltd.
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- **Milisa OLaisne**
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American Language Institute
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- **MD. HASNU CHOUDHURY**
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