

Farzana Tasnim

Address: Block# G Road #4 House #86 Shahjala Uposhahar Sylhet.

Mobile : +8801741518942

e-mail : tasnimrimiaa@gmail.com



Career Objective:

Want to be skilled, innovative and dynamic one in the particular field. I believe in team work and friendly relationship with my colleagues.

Educational Background:

Masters of Business Administration (MBA)

- Concentration in Finance & Banking, CGPA-3.31 out of 4.00 (Session: 2013-2014) from Sylhet International University, Sylhet in 2014.

Bachelor of Business Administration (BBA)

- Concentration in Finance & Banking, CGPA-3.36 out of 4.00 (Session: 2009-2013) from Sylhet International University, Sylhet in 2013.

Higher School Certificate (H.S.C)

- Group: Science, GPA-3.00 out of 5.00 from Fenchugonj Degree College, Sylhet in 2007.

Secondary School Certificate (S.S.C)

- Group: Science, GPA-2.81 out of 5.00 from Fariza Khatun Girls High School, Sylhet in 2005.

Training:

I have successfully completed my **THREE MONTHS INTERNSHIP PROGRAM** (from 3rd May 2013 to 3rd Aug 2013) at Southeast Bank Limited".Chouhatta Branch, Sylhet.

Experience: Front Desk Executive, at Institute of Charter Professional Accountant (01/01/17 Continue.)

IT- Qualification:

- Able to prepare any type of document with MS-Word and MS-Excel.
- Able to prepare any type of slide with Ms-PowerPoint.
- Having knowledge on Internet Browsing and e-mail.

Potentialities:

- Able to adapt in any kinds of environment.
- Can organize own work methodically.
- Ambitious, self motivated and target oriented.
- Competent in both written and verbal English.
- Able to work under pressure efficiently.
- Consider myself to be punctual, reliable and trustworthy.

Personal Detail (s):

Father's Name : Md. Fakruzzaman
Mother's Name : Jubeda Gulshan Ara Begum Lipi
Date of Birth : Jan,20,1989
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
National ID No. : 9113571416155
Religion : Islam
Permanent Address : Vill-Fakir Para, P.O-Fenchugonj-3116, Fenchugonj, Sylhet.
Current Location : Sylhet.

Reference (s):

Reference: 01
Name : **Md Mahbubur Rahman**
Designation : Principal Officer & Manager
Operation
Organization : Southeast Bank Limited.
Address : Moulvibazar Branch, Sylhet.
Mobile : 01712148050

Reference: 02
Md. Mizanur Rahman
Principal Officer
Southeast Bank Limited.
Chouhatta Branch, Sylhet.
01711307057

Declaration:

I hereby certify that above information is true and accurate to the best of my knowledge.



Farzana Tasnim

Date: 02/11/2017