

Last Updated : **April 20, 2018**

## **FARJANA NAZ**

Address: District Manager,SDP Program, BRAC Regional Office, Baro Rastar More,Sopura, Rajshahi-7000  
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### **Career Objective:**

Seeking a responsible position in the field of at a reputed Commercial organization to develop a career which will provide me an advanced opportunity in a challenging environment.

### **Career Summary:**

I am self-motivated, hard- working, creative and capable of seeing things differently. I have set for myself. I am ready to work in a team. I have the capability of influencing others to gain commitment. I am optimistic and intelligent by nature having the pleasant personality and leadership quality. I am so flexible to cope with the situation, as it requires.

### **Special Qualification:**

Interest in Graphic Designing.

### **Employment History:**

**Total Year of Experience : 8.1 Year(s)**

1. **District Manager ( May 8, 2016 - Continuing)**

**BRAC**

Company Location : Rajshahi  
Department: Skills development program

**Duties/Responsibilities:**

Supervision the District program.

2. **Executive of Reception & registration. ( May 21, 2014 - April 30, 2016)**

**Family Planning Association of Bangladesh(FPAB)**

Company Location : 2, naya paltan, dhaka  
Department: GCACI

**Duties/Responsibilities:**

Counseling,Reception & registration.

3. **Graphic Design Trainer ( March 7, 2013 - April 30, 2014)**

**Pathfinder Computer Institute**

Company Location : Abdul Hamid Road, Pabna Sdar, Pabna.

**Duties/Responsibilities:**

I am working as a Graphic Design Trainer at Pathfinder Computer Institute.

4. **Sr. Officer ( February 1, 2008 - May 25, 2010)**

**Pacific Bangladesh Telecom Ltd (CITYCELL)**

Company Location : 14,Mohakhali,Dhaka

Department: CCD

**Duties/Responsibilities:**

Tele Marketing and customer support through phone.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration (MBA)	Marketing	North Bengal International University		2018	16 months	-
Masters of Arts (MA)	Philosophy	University of Dhaka	Second Class, Marks :52%	2007	2004-2005	n/a
B.A (Honours)	Philosophy	University of Dhaka	Second Class, Marks :53%	2006	2000-2001	n/a
HSC	Humanities	Pabna govt women"s college, Pabna	First Division, Marks :65%	2000	1999-2000	n/a
SSC	Humanities	Kushtia govt.girls high school,Kushtia	First Division, Marks :66%	1998	1997-1998	n/a

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Orientation of Trainer	Training for Trainer	BRAC Learning Center	Bangladesh	BLC,Uttara,Dhaka	2017	5
Small & Cottage Industries Training	Small & Cottage Industries Training	Small & Cottage Industries Training Institute,Uttara,Dhaka	Bangladesh	Uttara,Dhaka	2017	5
Staff development	Leadership Training	BRAC Learning Center	Bangladesh	BLC, dhaka	2016	5
Customer information management system(CMIS)	Customer information management system	FPAB	Bangladesh	Kushtua, Bangladesh	2014	2 Days
Call Center Management	Inboun Call, Out Bound Call, Predictive Dialing,	Citycell	Bangladesh	Dhaka	1999	1

**Professional Qualification:**

Certification	Institute	Location	From	To
CMIS	GCACI	Kushtia	November 2, 2014	November 4, 2015
Call Center Solution Management	Citycell	Dhaka	October 15, 1999	November 15, 2000

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 27290  
Expected Salary : Tk. 15,000  
Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development  
Preferred District : Anywhere in Bangladesh.  
Preferred Country : India, Italy, Japan, United Kingdom, United States, Australia  
Preferred Organization : Banks, Investment/Merchant Banking, University, College, Govt./ Semi Govt./ Autonomous body, NGO, Development Agency, Hospital, Food (Packaged)/Beverage, Group of Companies, Call Center, Healthcare/Lifestyle product  
Types

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Telecommunication Service</li> <li>Health</li> <li>Gender</li> <li>Education</li> </ul>	Business Development sector , CMIS, Global Comprehensive Abortion Care Insensitive(GCACI), Tele marketing and Customer support through phone.

### **Extra Curricular Activities:**

Ms-Office,Graphics designing (Adobe Photoshop cs & Adobe Illustrator cs),Internet & networking.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Arabic	Medium	Medium	Medium
Hindi	Low	Low	Medium

### **Personal Details :**

Father"s Name : Md.Nazrul Islam  
 Mother"s Name : Nurjahan Islam  
 Date of Birth : October 16, 1982  
 Gender : Female  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam(Sunni)  
 Permanent Address : House# 236, Ward No :04, Village :Nurpur,Post: Pabna  
 Sadar,Thana:Pabna sadar, District: Pabna  
 Current Location : Rajshahi

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Imtiaz Shabuddin	Md.Ataf Hossain Biswas
Organization	: Robi Telecom	Family Planning Associaton of Bangladesh(FPAB)
Designation	: Network Specialist	District Officer
Address	: Bogura Sadar	121, G.M Road,FPAB kushtia
Phone (Off.)	: 01817181098	Branch,Kushtia
Phone (Res.)	:	07162192
Mobile	: 01817181098	01720518470
EMail	:	
Relation	: Relative	Professional