Farzana Begum

Web Research & Lead Generation Expert

E-mail: farzana.ve@gmail.com

Mobile: 01798130938



Career Objective

To obtain a position in the field of honorable job to make a strong contribution to organization goal through continued development of professional skills to build up career that would provide opportunity for quality education.

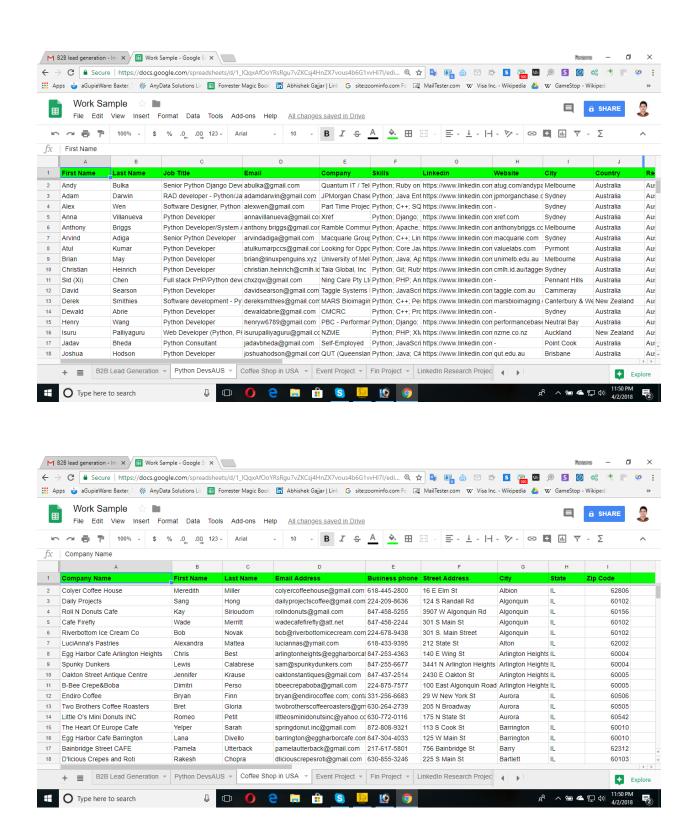
Academic Credentials

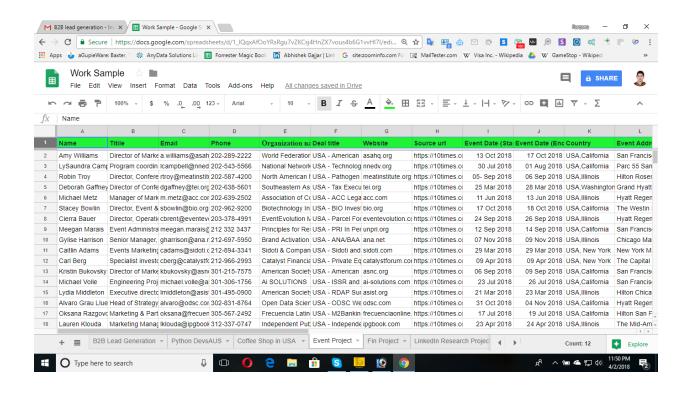
Degree	Subject/Group	Institution/Board	Result	Year
BSc	CSE	Leading	3.53(out of 4.00)	2016
		University,		
		Sylhet		
HSC	Science	Sylhet Board	5.00(out of 5.00)	2012
SSC	Science	Sylhet Board	4.94(out of 5.00)	2010

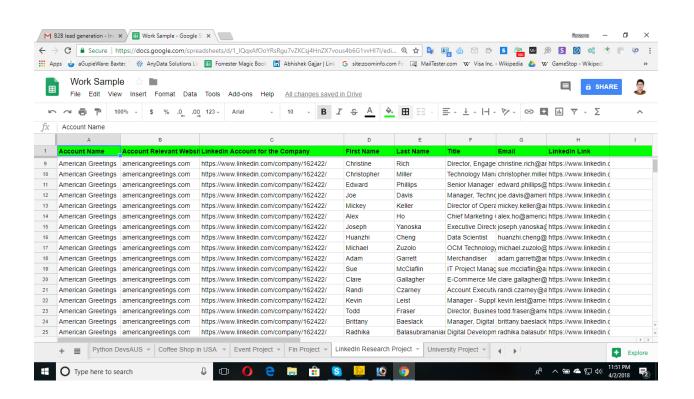
Expertise Area

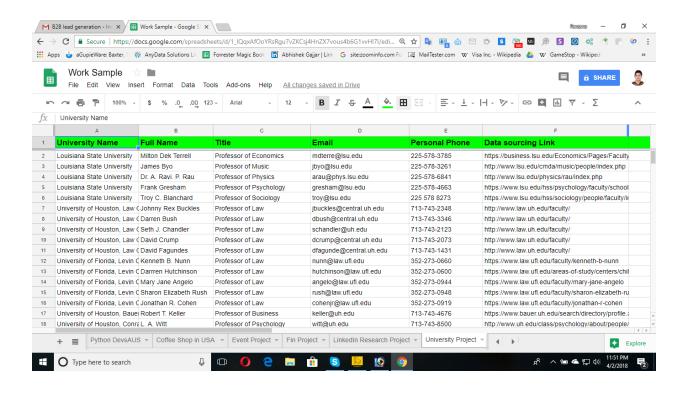
- Lead Generation
- Web Research
- Email List Building (B2B/ General Email)
- Contact Finding (Company, Contact Name, Job Title, Email, Phone, Address etc)
- LinkedIn Recruiting
- Data Mining
- Google Spreadsheets

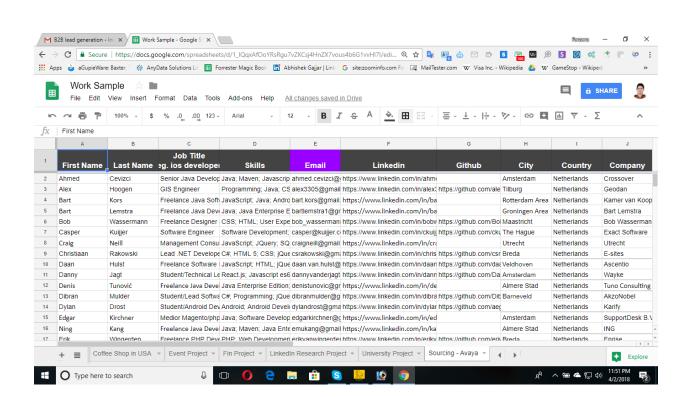
Working Portfolio:











Responsibility

- > Self Confident and have leadership quality
- ➤ Hard working and capable of working under pressure.
- > Excellent communication, analytical & presentation skills.

Experience

Company Name	Title	Duration
Upwork	Virtual Assistant	2017- Present
Virtual Edge	Virtual Assistant	Feb 2017 – Mar 2018

Biography

Name Farzana Begum
Father's Name Kajal Miah
Mother's Name Moyjun Nessa
Date of Birth 15/12/1993
Gender Female
Religion Islam
Marital Status Unmarried

Nationality Bangladeshi (By birth)

Present Address 22 Rangdhonu, Lakripara, Shibgani, Sylhet

Permanent Address Vill:Islampur, P:O: Fenchuganj, Upazilla: Fenchuganj, Dist: Sylhet