



Curriculum vitae

Personal Information

FIRST NAME / SURNAME	Farzana Alam
ADDRESS	47 Shamibag, Flat-5B, Wari, Dhaka-1100
TEL	+8801912106065
EMAIL	guddushilu@yahoo.com
NATIONALITY	Bangladeshi
DATE OF BIRTH	16.11.1989
GENDER	Female
DESIRED POSITION	Teacher

Work Experience

DATES	March 2017 - Present
POSITION	Administrative Officer
RESPONSIBILITIES	Correspondent with foreign and local Clients, Preparing regular reports, Managing office supplies stock and placing orders.
EMPLOYER / ADDRESS	Gupta Infotech Indo Bangla Industry (Ltd) 5 B.C.C Road, Nawabpur (2nd Floor), Dhaka-1203
TYPE OF BUSINESS	Import, Selling and Manufacturing
DATES	January 2015 - January 2016
POSITION	Junior Section English Teacher
RESPONSIBILITIES	Preparing lessons, Checking copies, Making Work Sheets etc
EMPLOYER / ADDRESS	British Standard School, Wari, Dhaka
TYPE OF BUSINESS	Educational Institute
DATES	October 2009 - September 2014
POSITION	Supervisor
RESPONSIBILITIES	To manage the customers theatre effectively, ensure the complete customers satisfaction, placing orders etc
EMPLOYER / ADDRESS	Odeon Cinema Ltd , London, United Kingdom
TYPE OF BUSINESS	Cinema / Theatre



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Education

DATES	2010 - 2013
QUALIFICATION AWARDED	Bachelor of Laws (LLB)
PRINCIPAL STUDIES	Law
INSTITUTION	University of Gloucestershire, United Kingdom
DATES	2006
QUALIFICATION AWARDED	Higher Secondary Certificate (HSC)
PRINCIPAL STUDIES	Commerce
INSTITUTION	Birsrestha Noor Mohammad Rifles Pubilc School and College
DATES	2004
QUALIFICATION AWARDED	Secondary School Certificate (SSC)
PRINCIPAL STUDIES	Commerce
INSTITUTION	Motijheel Model High School and college

Skills and Competences

LANGUAGE SPOKEN	English
OTHER LANGUAGE(S)	Bengali / Hindi (Oral)
SOCIAL SKILLS AND COMPETENCES	Swimming, Cooking etc
COMPUTER SKILLS AND COMPETENCES	Adept using MS word, Internet, etc
ADDITIONAL INFORMATION	English proficiency IELTS Band Score - 6.5 Speaking- 7.5 Writing- 6.0 Reading-6.0 Listening-5.5