

Last Updated : **June 29, 2018****SARABAN TAHURA**

Address: Sector: 6, Uttara, Dhaka  
 Mobile : 01714475168  
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**Career Objective:**

Obtain a position in a company where I can maximize my management skills, quality assurance and program development.

**Employment History:**

**Total Year of Experience : 1.6 Year(s)**

1. **Project Manager ( June 9, 2016 - January 2, 2018)**

**SUNVALLEY TOURS & TRAVELS**

Company Location : 4/A Indira Road, mahabub plaza(1st floor), farm gate, Dhaka  
 Department: visa processing

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Bachelor	Social Science	National University	Third Class, Marks :33%	2008
HSC	Arts	Varendra College, Rajshahi	Second Division, Marks :45%	1998
SSC	Arts	Khademul Islam Girls High School	Second Division, Marks :45%	1995

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 20000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance, General Management/Admin, IT/Telecommunication  
 Preferred District : Dhaka  
 Preferred Organization Types : Banks, Investment/Merchant Banking, University, Software Company, Buying House, Airline, Travel Agent, Manpower Recruitment, Group of Companies, Call Center, Power, School

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Data Entry Operator (Both English &amp; Bengali)</li> <li>• Adobe Photoshop/ Illustrator</li> <li>• Microsoft Word</li> <li>• MicrosoftExcel</li> <li>• Photo Editing</li> <li>• Online marketing</li> <li>• WordPress</li> <li>• Graphics Design</li> <li>• Logo</li> <li>• Multimedia</li> </ul>	<p>Handle Office Package skillfully. Strong Communication skill both in verbal and in writing. Flexible with the environment and able to take load under stress.</p> <p>I am a Graphics Designer, logo design, photo editing, front and web design, designer/developer, mobile design, multimedia, presentation design, print package, product package design, print publication, identity, sign making.</p>

### **Extra Curricular Activities:**

Reading Novels, writings Article and short story, internet browsing.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium

### **Personal Details :**

Father"s Name : Abdul Aziz Munshi  
 Mother"s Name : Ms. Turfun Nasha  
 Date of Birth : April 6, 1979  
 Gender : Female  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : House-591, Rumchundropur Khorbona, Ghoramara, Boalia, Rajshahi  
 Current Location : Dhaka

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

Name : Abdul Kuddush Munshi  
 Organization : Business  
 Designation : Owner  
 Address : Lalmatia Dhaka.  
 Phone (Off.) :  
 Phone (Res.) :  
 Mobile : 008801711661844  
 EMail : kuddusmunsi@gmail.com  
 Relation : Relative

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