

TANIA NASRIN

Curriculum vitae

CAREER OBJECTIVES:

An energetic and passionate Business Administration graduate, with a strong interest in a challenging administrative career where I can utilize my excellent organizational skills and deep insight into business procedures and strategies. I strongly believe that, my exceptional communication skills and vast knowledge of office organization would be a valuable assets to any organization.

PERSONAL INFORMATIONS:

Name: TANIA NASRIN
Date of birth: March 4, 1995
Nationality: Bangladeshi
Religion: Muslim
Relationship: Single
Blood Group: A+

CONTACT INFORMATIONS:

Mailing Address: 14 Khaleda Manjil (5th Floor), Tantipara, Zindabazar, Sylhet
Permanent Address: 24 Sayerpur School Road, Moulvibazar
Mobile: 01684-791975
email: tanianasrin04@gmail.com
Emergency: Father: 01614791973

FAMILY INFORMATIONS:

Father's name: Md Moazzam Hossain, B.Sc.Engg.(Elect)
Retd. Businessman
Mobile: 01614-791973
Mother's name: Munni Hussain, B.A.
Housewife
Mobile: 01838-945555
Siblings: None.

EDUCATION:

1. Leading University, Sylhet, Bangladesh (September, 2014 to August, 2018)
Bachelor of Business Administration, BBA
Graduation: August, 2018.
Grading: GPA 3.52 (out of 4)
Major in AIS (Accounting and Information System)
2. Government College, Moulvibazar, Bangladesh (2012-2014)
Higher Secondary Certificate, HSC
Passing Year: 2014
Group: Business Studies
Grade: GPA 4.60

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Curriculum vitae (Contd.)

EDUCATION (contd):

3. Kazi Jalaluddin Girls High School, Sylhet, Bangladesh (2002-2011)
Passing Year: 2011
Secondary School Certificate, SSC
Group: Science
Grade: GPA 4.06

LANGUAGES:

Bengali: Native
English: Fluent
Hindi: Conversation

TECHNICAL SKILLS:

MS Words
Excel
PowerPoint
Photoshop

CORE COMPETENCIES:

Communication Skills
Social Media Interactions
Information Collection and Management
Organizing and Planning Skills
Problem-Solving
Creativity
Persuasiveness
Initiative

HOBBIES:

Photography
Music
Travelling
Handycrafts

REFERENCES:

1. Fazlur Rahman
Retd. Vice President,
National Bank Ltd
Mobile: 01711-923019, 01711-996040
2. Advocate Shah Fakhrul Islam Alok
Judge Court,
Moulvibazar
Mobile: 01715-001450