

Last Updated : **November 1, 2018**

## **TAMIMA RAHMAN**

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### **Career Objective:**

I am a highly motivated individual with the ability to work on my own initiative as well as in a team. Desired to work in a first rate working environment where individual skills are utilized and inspired for achieving the success.

### **Career Summary:**

Customer and Communication Officer at Technolead ICT Solution  
Duration: 9th March â Continue  
Internship at Jamuna Bank Limited, Sylhet.  
Duration: 26th October â 26th January

### **Employment History:**

**Total Year of Experience : 3.6 Year(s)**

1. **Audit Assistant ( April 8, 2018 - Continuing)**

**BRAC**

Company Location : Uposhohor  
Department: IAD

**Duties/Responsibilities:**

Conducting audit

2. **Lecturer ( January 1, 2017 - Continuing)**

**Biswanath Degree College**

Company Location : Biswanath Sylhet  
Department: Accounting and Management

**Duties/Responsibilities:**

Taking classes, exams and checking scripts

3. **Customer Service & Communication Officer ( April 9, 2016 - February 28, 2017)**

**Technolead Corporation**

Company Location : Sylhet  
Department: All sector

**Duties/Responsibilities:**

Handling Customers and maintaining accounts

4. **Intern ( October 26, 2014 - January 26, 2015)**

**Jamuna Bank Ltd**

Company Location : Sylhet

Department: General Banking

**Duties/Responsibilities:**

General banking

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Accounting & Information System	Leading University, Sylhet	CGPA:3.6 out of 4	2016	1 year
BBA	Accounting & Information System	Leading University, Sylhet	CGPA:3.87 out of 4	2014	4 Years
HSC	Science	Sylhet Government Womens` College, Sylhet	CGPA:4.3 out of 5	2010	2 Years
SSC	Science	Ambarkhana Girls`s High School, Sylhet	CGPA:5 out of 5	2007	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship		Jamuna Bank Ltd	Bangladesh	Sylhet	2014	3 month

**Career and Application Information:**

Looking For : Entry Level Job  
Available For : Full Time  
Expected Salary : Tk. 15,000  
Preferred Job Category : Bank/Non-Bank Fin. Institution  
Preferred District : Dhaka, Sylhet  
Preferred Organization : Banks, Advertising Agency, NGO, Public Relation Companies,  
Types Audit Firms /Tax Consultant, Airline, Overseas Companies, Automobile

**Language Proficiency:**

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

**Personal Details :**

Father"s Name : Shafiqur Rahman  
Mother"s Name : Hasna Hena  
Date of Birth : October 8, 1990  
Gender : Female  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill: Hamidpur, P.O and P.S: Bishwanath, District: Sylhet.  
Current Location : Sylhet

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