

# **Curriculum Vitae**

## **Of**

## **Tania Rahman**

House No. 09, Flat No. A1

Jallarpar Residential Area, Sylhet-3100.

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### **Objective Career**

To obtain a responsible position through which I can utilize my knowledge, enhance my skills as well as can acquire the ability to face a high level of challenges, and get myself provided with varied experience and at the same time I would like to contribute by best to the organization.

### **Educational Qualifications**

#### **B.A (Hon's) in English:**

Name of Institution : Metropolitan University, Sylhet.

Result : CGPA- 3.49 (Out of 4 Scale)

Passing Year : Thesis result is pending

#### **Higher Secondary Certificate (H.S.C):**

Group : Science

Passing Year : 2011

Result : GPA- 4.20 (Out of 5 Scale)

Institution : Sylhet Govt. Women's College, Sylhet.

Board : Sylhet.

#### **Secondary School Certificate (S.S.C):**

Group : Science

Passing Year : 2009

Result : GPA- 5.00 (Out of 5 Scale)

Institution : Sylhet Govt. Agragami Girl's High School, Sylhet.

Board : Sylhet.

### **Computer Knowledge**

- Able to prepare any type of documents with MS word & Excel

- Able to prepare any type of slide with MS PowerPoint
- Having knowledge on Internet browsing and e-mail, corresponding.

### Self Assessment

- Strong desires for leading an honest life with dignity
- Aspiration to build a career showing superior performance
- Energetic, Sincere, Hard working, Honest and Dutiful
- Ability to work as an effective team member

### Language Proficiency

- **Bengali:** Good communication & presentation skills in Bengali as a native speaker
- **English:** Good communication & presentation skills in English as a second language

### Interests & Hobbies

- Driving
- Traveling
- Discovering new thing
- Communicating with people

### Personal Details

Father's Name : Atiqur Rahman  
Mother's Name : Fahima Rahman  
Date of Birth : 22<sup>nd</sup> October, 1993  
Permanent Address : Ulalmohol, Khalormukh Bazar  
South Surma, Sylhet- 3100.  
Present Address : House No. 9, Flat- A1  
Jallarpar R/A, Sylhet.  
Marital Status : Single

Nationality : Bangladeshi

Religion : Islam

Blood Group : O+ (ve)

#### **Experience:**

1. I worked in Kashish, Nayasarak, Sylhet as a Manager and Accountant for 2 years.
2. I have been working as a Junior Teacher in Sylhet Grammar School, Kumarpara, Sylhet from 1<sup>st</sup> September, 2017 to still now.

#### **Proclamation**

Hereby, I declare that all information stated here is true to the best of my concern.

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**Tania Rahman**

**Date:** -----