

Last Updated : **December 17, 2015**



## **TANIA TALUKDER**

Address: 59/2, Kadamtola, Bashaboo, Dhaka-1214  
Home Phone: 7278791  
Mobile : +8801726129111  
email:talukder\_tania@yahoo.com

### **Career Objective:**

To be a successful administrative officer.

### **Special Qualification:**

MBA

### **Employment History:**

**Total Year of Experience : 5.5 Year(s)**

1. **Jr. Executive ( September 1, 2014 - Continuing)**

**Global Securities Ltd.**

Company Location : 62/3 Purana Paltan, Dhaka-1000

**Duties/Responsibilities:**

BO Opening,  
A/C Closing,  
Share Demoting,  
Pay in & Pay out

2. **Assistant Teacher ( April 1, 2012 - March 31, 2013)**

**Ideal School and College**

Company Location : Motijheel, Dhaka-1000

Department: Play Group

**Duties/Responsibilities:**

Responsible to teach play group students.

3. **Intern Officer ( October 1, 2009 - January 30, 2010)**

**Jamuna Bank Ltd.**

Company Location : Motijheel, Dhaka

**Duties/Responsibilities:**

General Banking, Administrative & Business Development of the Organization.

### **Academic Qualification:**

| Exam Title | Concentration/Major | Institute  | Result                   | Pas.Year | Duration | Achievement |
|------------|---------------------|--|--------------------------|----------|----------|-------------|
| MBA        | Marketing           | Stamford University Bangladesh                       | CGPA:3.5 out of 4        | 2010     | 2 Years  | MBA         |
| MA         | History             | Rajshahi University                                  | Second Class, Marks :50% | 2005     | 1 Year   | MA          |
| BA (Hons)  | History             | Rajshahi University                                  | Second Class, Marks :55% | 2004     | 4 Years  | BA          |
| HSC        | Arts                | Sirajganj Government College, Sirajganj              | Second Division          | 1999     | 2 Years  | HSC         |
| SSC        | Arts                | Saleha Ishaq Government Girls High School, Sirajganj | First Division           | 1997     | 10 Years | SSC         |

### **Training Summary:**

| Training Title                    | Topic                            | Institute        | Country    | Location         | Year | Duration |
|-----------------------------------|----------------------------------|------------------|------------|------------------|------|----------|
| Basic Language Program in English |                                  | Democracywatch   | Bangladesh | Dhaka            | 2011 | 3 Months |
| Internship                        | Foreign Exchange Bank Management | Jamuna Bank Ltd. | Bangladesh | Motijheel, Dhaka | 2010 | 3 Months |

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 18000  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : General Management/Admin, HR/Org. Development  
 Preferred District : Dhaka  
 Preferred Organization : Banks, Manufacturing (FMCG), Advertising Agency, Multinational Companies, Embassies/Foreign Consulate, Consulting Firms, Airline, Real Estate, Overseas Companies, Group of Companies  
 Types

### **Language Proficiency:**

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English  | High    | Medium  | Medium   |
| Bengali  | High    | High    | High     |
| Hindi    | Low     | Low     | Medium   |

### **Personal Details :**

Father"s Name : Md. Amir Hossain Talukder  
 Mother"s Name : Mrs. Nurunnahar Talukder  
 Date of Birth : December 6, 1982  
 Gender : Female  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : 59/2, Kadamtola, Bashaboo, Dhaka-1214  
 Current Location : Dhaka

**Reference (s):**

|              | <b><u>Reference: 01</u></b>    | <b><u>Reference: 02</u></b>  |
|--------------|--------------------------------|--|
| Name         | : Md. Mukhlesur Rahman         | Ashraf ur Rahman Chowdhury   |
| Organization | : Jamuna Bank Ltd.             | Mutual Trust Bank Limited  |
| Designation  | : SEVP, Head of CRM            | Vice President   |
| Address      | : Head Office, Dilkusha, Dhaka | Corporate Head Office, MTB Centre,<br>26 Gulshan Avenue,<br>Gulshan-1,Dhaka-1212 |
| Phone (Off.) | :                              |  |
| Phone (Res.) | :                              |  |
| Mobile       | : 01713329221                  | 01827100111  |
| EMail        | :                              |  |
| Relation     | : Professional                 | Relative   |

---