

## TANMIDA FERDUS

Address: 48 K.K Garden Tower, 6 Floor, Unite-B, Tamabill Road, Islampur  
(Mejortila), Sylhet.  
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### **Career Objective:**

I am an enthusiastic young professional looking to leverage my skills and experience into developmental field. I look for an experience which is intellectually valuable and where I can contribute to develop the organization.

### **Career Summary:**

I worked as Executive Officer in National Life-care MATS from 2012-14. My main job responsibilities included maintaining and coordinating office staffs and planning and managing the budget.

### **Employment History:**

**Total Year of Experience : 2.8 Year(s)**

#### **1. Executive Officer ( February 1, 2012 - November 15, 2014)**

##### **National Life-care MATS**

Company Location : Sonapara, Shahjalal Upashahar, Sylhet

##### **Duties/Responsibilities:**

- Maintain official schedule.
- Maintain and coordinated office staffs.
- Planning and managing budget.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Arts (MA)	Philosophy	National University	CGPA:2.94 out of 4	2015	1
Bachelor of Arts (BA)	Philosophy	National University	CGPA:3.1 out of 4	2014	4
HSC	Humanities	Nari Siksha Academy Degree College	CGPA:4 out of 5	2010	-
SSC	Humanities	Nari Siksha Academy High School	CGPA:3.06 out of 5	2008	-

### **Specialization:**

I can work in Windows and Linux and excel in Office suite (Microsoft Word and Excell). I can also work in Adobe Photoshop. I can drive motorcycle and car.

**Language Proficiency:**

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

**Personal Details :**

Father's Name : Ala uddin  
Mother's Name : Johura Sultana  
Date of Birth : December 31, 1991  
Gender : Female  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 19915821406000041  
Religion : Islam  
Permanent Address : Vill: Joldup Pathon P.O:Pathon-3170 P.S: Beanibazar Dist: Sylhet.  
Current Location : Sylhet

**Reference (s):****Reference: 01**

Name : Md. Masum Ahmed  
Organization : Pubali Bank Limited  
Designation : Cashier Cum Clerk  
Address : 25, Luharpur, Amborkhana, Sylhet  
Mobile : 01717323753  
E-Mail : masumeco.sust@gmail.com  
Relation : Relative

**Reference: 02**

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Academic