

TASNIA AKTHER MILE

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Mirboxtula, Sylhet, Bangladesh



CAREER OBJECTIVE

A motivated and enthusiastic graduate seeking an entry-level position where I can utilize my strong communication skills, professionalism, and adaptability to contribute effectively to organizational growth while gaining practical experience in a dynamic work environment.

EDUCATIONAL QUALIFICATION

Bachelor of Science (BSc.) in Botany
Moulvibazar Govt. College, National University
CGPA: 3.18 / 4.00 Passing Year: 2023

Higher Secondary Certificate (HSC) – Science
Longla Adhunik College, Sylhet Board
GPA: 3.75 / 5.00 Passing Year: 2017

Secondary School Certificate (SSC) – Science
Master Shorafat Ali Junior School, Sylhet Board
GPA: 4.67 / 5.00 Passing Year: 2015

TRAINING

*Basic Computer Training (1 Months) – 2026
The IT Aid Zindabazar Sylher

*Basic Computer Training (72 Days) – 2019
District Ansar VDP Training Center, Habiganj

Computer fundamentals, Microsoft Word, Internet browsing and office applications.

LANGUAGE PROFICIENCY

Bangla: Native

English: Proficient (IELTS Academic: Listening 7.0, Reading 6.5, Writing 6.0, Speaking 6.5)

PROFESSIONAL SKILLS

- Fluent in spoken English with a clear and neutral accent
- Excellent verbal and written communication skills
- Strong customer handling and service-oriented mindset
- Professional phone etiquette and call handling skills
- Proficient in Microsoft Word, Email correspondence, and Internet research
- Effective problem-solving and multitasking abilities
- Quick learner with strong adaptability
- Strong time management and organizational skills

PERSONAL TRAITS

- Highly motivated and enthusiastic
- Strong interpersonal and communication skills
- Adaptable and quick learner
- Responsible and reliable
- Team player with collaborative mindset
- Problem-solving and analytical thinking
- Positive attitude and professional demeanor
- Able to work under pressure and meet deadlines

WORK STATUS / Availability

- Fresher
- Flexible with rotational and late working hours
- Open to work in Customer Support, Office, or corporate environments

DECLARATION

I hereby declare that all the information stated above is true and correct to the best of my knowledge.

Tasnia Akther Mile

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