

Curriculum Vitae ***Of*** **Tasmia Mahtab**

Mobile: 01629542492

E-mail: tasmia.mahtab@gmail.com

Career Objectives:

Seeking challenging and responsible carrier where I will be able to exercise my skill and knowledge in a competitive environment to the attainment of the objectives of my organization through creative solution.

Academic Background:

Honors (Running)

Institute : DakshinSurma College, Sylhet
University : National University
Session : 2014-15

Higher Secondary Certificate (H.S.C)

Institute : Govt. Agragami Girls Schools & College
Board : Sylhet
Result : GPA- 3.40
Passing Year : 2014

Secondary Certificate (S.S.C)

Institute : Govt. Agragami Girls Schools & College
Board : Sylhet
Result : GPA- 4.50
Passing Year : 2012

Lingual and other Capabilities:

- Outstanding English speaking skill.
- Have strong inter personal and communication skill.
- Have Strong Oral and written communication skill.
- Have good mentality, honesty, responsibilities and attitude in all aspect.
- Hard working.
- A team player and able to work under pressure.
- Pro-active, self-motivated and self-driven.

Work Experience:

- One month working experience as a sales person at **“Aarong”**
- One month working experience as a sales person at **“Lereve”**
- Worked as Representative on **“NIDDO, Nestle, RUNNER ”**

Computer Skill:

- Have skills in Microsoft Word, Excel, PowerPoint and Access.
- Have enough expertise in using Internet.

Interest:

- Inquisitive about reading book, listening Islamic song etc., newspaper, traveling.

Personal Details:

Name : TasmiaMahtab
Father's Name : Mahtab Alam
Mother's Name : Shegusta Mahtab
Permanent Address : House-14, Road-37, Block-C, Uposhohor,
Sylhet

Present Address : House-14, Road-37, Block-C, Uposhohor,
Sylhet

Date of Birth : 07th July 1995
Nationality : Bangladeshi (By birth)
Religion : Islam
Marital Status : Single
Sex : Female

Date:

(Signature)