

# Resume

**Name:** Farin Sultana  
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## Career Objective

To obtain a position as a Facebook Page Moderator where I can use my communication and writing skills to create a positive and engaging environment for users. I aim to help the page stay active, professional, and user-friendly through consistent moderation and polite interactions.

## Skills

- 1 Good communication and writing skills
- 2 Basic knowledge of social media (Facebook, Instagram, etc.)
- 3 Content posting and audience engagement
- 4 Polite and professional message handling
- 5 Time management and multitasking
- 6 Fluent in Bangla and English

## Education

Bachelor's (Honours) — Running  
Institution: [Your College/University Name]

## Personal Qualities

- 1 Hardworking and responsible
- 2 Friendly and cooperative
- 3 Quick learner and adaptable
- 4 Dedicated to achieving goals

References available upon request.