

Fatema Naznin

Bristy

CONTACT

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PROFESSIONAL EXPERIENCE

Assistant Teacher

New haven ideal school ,Dhaka — 2021–feb 2025

- Assisted in managing student attendance, lesson planning, and class coordination.
 - Communicated effectively with students and parents to ensure progress and satisfaction.
 - Maintained accurate student records and supported administrative documentation.
 - Helped organize school events and student activities, ensuring smooth execution.
 - Developed teamwork, leadership, and time management skills in a dynamic environment.
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EDUCATION

M.B.A. (Finance & Banking), Eden Mohila College — 2022 | CGPA: 2.86

B.B.A. (Finance & Banking), Eden Mohila College — 2021 | CGPA: 3.00

H.S.C. (Business Studies), Shamsul Haque Khan School & College 2017 | GPA: 5.00

S.S.C. (Business Studies), Shamsul Haque Khan School & College — 2015 | GPA: 5.00

SKILL

- Communication & Public Speaking
- Student Record Management
- MS Office, Google Sheets, Browsing
- Team Coordination
- Problem Solving
- Customer Service & Front Desk Operations
- Data Entry & Record Management