

Khadijatul Kobra

Personal Data

Age: 27

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Location: Dhaka

Profile Summary

Enthusiastic and detail-oriented Computer Science graduate with strong English communication skills and a passion for social media engagement. Proven ability to respond to customer queries in a timely and professional manner. Seeking an opportunity to apply my skills and dedication as a Facebook Page Moderator.

Skills

- Excellent written and verbal communication in English.
- Fast and timely message response.
- Order management and confirmation.
- Social media etiquette and professionalism.

Education

BSc in Computer Science & Engineering

International Islamic University Chittagong

Graduation Year: 2024

Relevant Experience

Informal Experience:

- Assisted in managing a small business page of my friend's by replying to messages and confirming orders.
- Responded to mock customer queries during academic and personal projects.

Languages

English: Fluent (Written & Spoken)

Bengali: Native