



CONTACT



+8801898-474226



+8801898-474226



hfarhana467@gmail.com



Purbo Komor Noi Mia para ,
Gaibandha Sadar, Gaibandha.
Bangladesh.

[My Portfolio](#)

EDUCATION

SAYEED AHMED DEGREE COLLEGE NATIONAL UNIVERSITY

1996 - 1998

- Bachelors of Social Science
- Group - Humanities
- 2nd Division

SAYEED AHMED DEGREE COLLEGE RAJSHAHI UNIVERSITY

1993-1995

- Higher Secondary Certificate
- Group - Humanities
- 2nd Division

GAIBANDHA GOVT. GIRLS HIGH SCHOOL

1990-1992

- Secondary School Certificate
- Group - Science
- 1st Division

DIGITAL MARKETING

CREATIVE IT INSTITUTE

Diploma in Digital Marketing
2024,May - 2025 (Online)

RESUME

OF

FARHANA HAQUE

CAREER OBJECTS

To secure a challenging position in a dynamic and growth-oriented organization where I can utilize my skills, knowledge, and experience to contribute effectively toward the company's success while continuously enhancing my professional capabilities. I aim to work collaboratively with a dedicated team, driving innovation and excellence while fostering personal and career development.

WORK EXPERIENCE

Balishira Resort Ltd.

Position: Senior Front Office Executive.& Reservation.
Place:Sreemangal , Moulovi Bazar, Sylhet.
December, 2022 – February, 2023

Novem Eco Resort Ltd.

Position: Front Office Executive.
Place:Sreemangal , Moulovi Bazar, Sylhet.
JUNE,2022 - SEPTEMBER, 2022

Century Agro Ltd.

Position: Logistic Officer.
June, 2014 - February, 2016

Gulshan Spinning Mills Ltd.

Position: Computer operator cum Office Executive.
Place:Jaina Bazar, Maona, Gazipur, Dhaka
September, 2016 - February, 2022

Nutrion Yoghurt & Child Development Project

Data Entry Operator cum Office Executive.
Project Details: Collaborative with
Johns Hopkins University, USA and
Shaheed Ziaur Rahman, Medical
College, Bogura, Bangladesh.
July, 2008 - October, 2009

Kuri-Lal Palli Bidyut Samity.

Billing Assistant
Place: Nageshwari, Kurigram.
September,1997---July, 2000

LANGUAGES

- Bangla (Native)
- English (Fluent)

SOFT SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Effective Communication
- Creative Thinking

HARD SKILLS

- MS Word
- MS Excel
- E-mail Browsing
- Search Engine Optimization
- Social Media Marketing
- Google Adsense
- Content Writing
- Business English

DATE:

19- 10- 2025

OTHER TRAINING:

- Development Training on Handicrafts.
- Enterprise development training course.
- Development Training on Handicrafts.

SIGNIFICENT FEATURES:

Energetic, dynamic, and hard-working in nature.

Have good inter personal skills.

Good analyzing and decision making power.

INTEREST

Passionate about learning, I enjoy reading, gardening, traveling, and music

PERSONAL INFORMATION:

<u>Father's Name:</u>	Late. Anytul Haque
<u>Mother's Name:</u>	Mst. Afroza Haque
<u>Date of Birth:</u>	December 01, 1976
<u>Gender:</u>	Female
<u>Religion:</u>	Islam
<u>Nationality:</u>	Bangladeshi
<u>Marital Status:</u>	Married
<u>Blood Group:</u>	O (+)
<u>National ID No:</u>	7791585909
<u>Permanent Address:</u>	Purbo Komornoi (Mia Bari), P.O+P.S-Gaibandha Sadar. Dist- Gaibandha

REFERENCES:

Dr. ATM Nuruzzaman Sanchoy

Director of M Abdur Rahim
Medical college
Dinajpur, Bangladesh.
Phone: +8801711-116490.

Abu Rafa Md. Arif

Deputy Secretary
Ministry of Chittagong Hill Tracts
Affairs.
Phone: +8801712-061943

Signature of



(Mst. Farhana Haque)