

TAMANNA SWARNA

Address: 64/ Gha, Mridha Mahol, East Tejturi Bazar, Farmgate,
Dhaka-1215 , Bangladesh.
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Career Objectives:

To be an efficient and effective executive in a reputed organization where I have an opportunity to work and to learn, grow and eventually take greater responsibilities to face the challenge of time, and develop my professional skills for a successful career.

Experience:

Intern

Name of Organization : South East Bank Limited
Time Period : September 1, 2014- December 1, 2014 (3 months)
Branch : Banasree
Departments : Credit
Job Responsibilities :

- Manually BG opening & Closing
- Monthly BG Balancing
- New export L/C issue and duplicate data entry in Bangladesh Bank server.

Field Experience : A Live-In- Field-Experience had completed in Mokamergul, Sylhet in BBA life as a BBA course criteria based on rural society, people, environment and economic condition.

Education Qualification:

Degree	School/college	Group	Board	GPA	Passing Year
Masters of Business Administration (MBA)	North South University (NSU)	Major: Finance	Dhaka	2.93	2018
Bachelor of Business Administration (BBA)	Independent University, Bangladesh(IU B)	Major: Finance Minor: Management Information System	Dhaka	3.61	2015
Higher Secondary Certificate (HSC)	Pirojpur Women's College	Science	Barisal	4.10	2010
Secondary School Certificate (SSC)	Pirojpur Govt. Girls High School	Science	Barisal	3.81	2007

Skills and Abilities:

- Microsoft Word
- Microsoft Excel
- Microsoft Power point
- SPSS
- Fluent in speaking and writing both English and Bangla.
- Strong interpersonal and motivational skills.

Interest and Activities:

Watching Movie, Travelling, Playing Badminton, Meeting with new people, Listing Music.

Awards:

- Has been placed in the Dean List in 2012.
- Has been placed in Vice Chancellors List in 2013.
- Got certificate for completing Live Field Experience course provided by IUB in Sylhet.
- Got certificate on financial modeling with Microsoft Excel.
- Got Silver and Bronze award from Duke Edinburgh's club.

Extra curriculum activities:

- Photography.
- A Member of DUKE Edinburgh's club.

Personal Information:

Father's Name	: Mahabub-E-Khuda
Mother's Name	: Rejina Banu
Date of Birth	: 4 th , March, 1992
Marital Status	: Married
Sex	: Female
Religion	: Islam (Sunni)
Nationality	: Bangladeshi (by birth)
Blood group	: B ⁺

References:

Md. Faekuzzaman

Managing Director
Investment Corporation Bangladesh
Dhaka-1000
Phone- 01713002403

Mohammad Nobel Talukder

Plant HR Manager
Coats Bangladesh Limited
Rajendrapur-Gazipur
Phone: 01713066871