



Resume Of TAMANNA ISLAM

Objective:

To build up a career with an organization where effort, sincerely and creativity are the most valued qualities and exits growth opportunity, Positive outlook towards a challenging career.

Mailing Address:

- ❖ Khanpur Bazar, Narayanganj.
- ❖ +8801917265610
- ❖ sashashaon@gmail.com

Computer Skills:

- ❖ MS Word, Ms Excel, MS Power Point, Data colour Entry & Trouble Shooting
- ❖ Adobe Photoshop, Adobe Illustrator, Internet Browsing, Etc

Interest:

- ❖ Reading Books
- ❖ Travelling
- ❖ Networking

Education:

M.B.A (Masters)

Institution : Govt. Tolaram College
University : National University
Subject : Management
Result : CGPA-3.19 (Out of 4.00)
Passing Year : 2016

B.B.A (Hon's)

Institution : Sonargaon Kazi Fazlul Haque Womens College
University : National University
Subject : Management
Result : CGPA-3.16 (Out of 4.00)
Passing Year : 2015

H.S.C (Higher Secondary School Certificate)

Institute : Malkhanagar College
Group : Business Studies
Board : Dhaka
Result : GPA-4.10 (out of 5.00)
Passing Year : 2011

S.S.C (Secondary School Certificate)

Institute : Malkhanagar High School
Group : Business Studies
Board : Dhaka
Result : GPA-4.44 (out of 5.00)
Passing Year : 2009

Skills:

- ❖ Communication
- ❖ Time Management
- ❖ Team Player
- ❖ Persuasion
- ❖ Organizing
- ❖ Decision Making

Language Skill:

- ❖ Communicate ability both in English & Bengali.
- ❖ Ability of quantitative analysis with excellent written & spoken skills
- ❖ Ability of quantitative with good reading and listening

Skills Description:

- ❖ Possessing a good communication skill with people and better understanding about one's way of communication.
- ❖ Keeping good confidence on decision taking at any critical situation.
- ❖ Having a better sense on managing time properly with maintaining a creative mind.

Duties and Responsibilities :

- ❖ Able to work under pressure.
- ❖ Able to with any situation quickly & think clearly in difficulty decision in demanded situation.
- ❖ Like to perform challenging works.
- ❖ Communicative and friendly.
- ❖ Understand responsibilities & use it sincerely.
- ❖ Like to remain updated with information and technology.
- ❖ Able to put views across confidently.

Personal Data:

Name	: Tamanna Islam
Father	: Md. Shafiqul Islam
Mother	: Rafiza Begum
Birth	: 29-03-1993
Gender	: Female
Marital Status	: Married
Religion	: Islam
Nationality	: Bangladeshi
Blood Group	: O ⁺
Height	: 5'-1"
Permanent Address	: Khanpur Bazar, Narayanganj

Announcement:

I do hereby declare that the particulars provided here are true & no wrong information is given.

Date:

Tamanna Islam